



**Eastern Illinois University
Assistant Athletic Director for Compliance
Position Announcement**

Eastern Illinois University is seeking candidates for the position of Assistant Athletic Director for Compliance. This position reports to the Director of Athletics and serves as a member of the Athletic Senior Leadership Staff. This position provides leadership to the compliance unit relative to education, monitoring, enforcement and maintenance of a culture of departmental NCAA compliance. They administer the department's compliance program and recommends appropriate actions to ensure that compliance throughout the department is consistent with NCAA regulations. Assigns, directs and effectively supervises a professional staff and maintains a thorough knowledge of NCAA rules compliance.

Expectations of the Assistant Athletic Director for Compliance:

- Maintain student-athlete records in compliance with state and federal laws
- Serves as liaison between coaches and university admissions and financial aid offices as well as the eligibility coordinator
- Provide rules interpretations for the institution by serving as the main contact with the NCAA and conference offices
- Educate student-athletes on NCAA and conference rules and regulations that are tied to their athletic, and, by association, their educational pursuits
- Provide NCAA rules education to all staff members
- Instruct all staff members on applicable changes or potential changes to NCAA rules
- Research NCAA rules, regulations and areas of risk for the university
- Compile and record eligibility and squad lists
- Maintain scholarship records and verify that all awards are compliant with applicable limits;
- Oversee prospective student-athlete recruiting activities
- Initiate investigations and self-report violations to the NCAA
- Coordinate NCAA & OVC waivers
- Oversee student-athlete notification of transfer
- Coordinate submission of annual EIU, OVC and NCAA reports
- Ensure academic and amateurism certification for practice, financial aid, and competition
- Serve as ex-officio athletic department representative on the Intercollegiate Athletic Board
- Collaborate with support units to ensure student-athlete health, safety, and well-being
- Serve as a role model of professionalism for colleagues and students by representing their office, the Department, and the University with class
- Commit to ongoing professional development and lifelong learning
- Coordinate with Academic Services and the Registrar to maintain student-athlete eligibility
- Perform other duties as assigned by the Director of Athletics

Minimum Requirements

Bachelor's degree in related field. Minimum 3 years' experience in NCAA Division I Athletic Compliance setting at an institutional, conference, or national associate level. A thorough understanding of the rules and regulations of the NCAA and OVC. Experience multitasking and working effectively with student-athletes, coaches, and staff regarding compliance issues. Experience with CAi database; Excellent organizational, interpersonal, written and oral communication skills. Demonstrated commitment to diversity and experience in promoting inclusive excellence. Availability to address issues on nights and weekends. Working knowledge of Microsoft Word, Excel, and Teams.

Preferred Education/Skills

Master's degree; working knowledge of JumpForward and Banner; experience with financial aid. |

Applications: A complete application will include a letter of application, resume and contact information of three references. Send application materials to <http://apply.interfolio.com/130853>.

For questions regarding the search, please contact Mark Bonnstetter, Screening Committee Chair, at mdbonnstetter@eiu.edu.

Diversity and Inclusion: Eastern Illinois University is committed to fostering a learning community where all members feel welcomed and valued. The university provides equality of opportunity in all areas of campus life and we strive to recognize and appreciate the unique value of our students, faculty, and staff. Every member of campus has the right to learn and work in an environment free of discrimination and harassment, and beyond that, our goal is for all members of our community to develop a strong sense of belonging to Eastern Illinois University.

The University and Community: Eastern Illinois University takes pride in creating a warm, welcome environment for all faculty, staff, and students. Established in 1895, EIU boasts a rich, 125-year tradition of preparing students for their personal and professional goals. A traditional regional residential institution, EIU offers a superior education at a relatively low cost while consistently earning high rankings and distinctions for its affordability, academic program quality, career placement rates, campus safety, online degree options, student support, and sustainability initiatives. EIU focuses on individualized attention and superior student relationships, and has earned recognition as the highest-ranking independent public regional university in Illinois and a place among the Midwest's top public regional universities according to U.S. News and World Report. EIU hosts more than 175 student organizations on campus, and offers a variety of cultural events, NCAA Division I athletics, and active research opportunities for its students to enjoy and to thrive. EIU has become recognized for providing the resources of a large institution while creating the kinds of individual relationships that support student and alumni success.

Eastern Illinois University is located in Charleston, Illinois - a comfortable and safe east central town within a two-to three-hour drive of three major metropolitan areas -- Chicago, Indianapolis, and St. Louis.

Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer - minority/female/disability/veteran - committed to achieving a diverse community.