

**Sul Ross State
University
Position
Description**

Official Title: Assistant Athletic Director for Internal Operations

Salary: \$53,968

Job Code: 3259

Summary:

Function – Maintain and monitor a compliant environment that results in clear institutional control of all athletic programs relative to Conference and NCAA legislation as required by NCAA Division III membership.

Scope: Assist all head and assistant coaches and student-athletes in 13 programs and approximately 350 student-athletes in interfacing with University, Conference and NCAA offices.

Duties

Essential: The Assistant Athletic Director for Internal Operations will exercise primary responsibility overall all aspects of the Sul Ross State University Athletic Department's NCAA compliance operation including:

- Monitor academic progress, education of SRSU student-athletes, faculty and staff regarding NCAA compliance; and general monitoring of all departmental activities.
- Monitor the eligibility of all student-athletes in accordance with applicable SRSU academic policies and NCAA DIII legislation.
- Appropriately advise student-athletes, coaches and administrators in regards to compliance-related concerns, appeals and waivers.
- Determine an appropriate course of action as circumstances warrant and prepare written and oral appeals and waivers as necessary.
- Maintain record keeping and database systems designed to assist in the verification of student-athlete eligibility and tracking of academic progress.
- Coordinate communication and information exchange with the Registrar's Office and the Financial Aid Office.
- Track and monitor unofficial visits.
- Generate and submit reports for various internal and external constituency groups, including local campus authorities, state government agencies, the American Southwest Conference (ASC), the NCAA and the federal government.
- Serve as SRSU's liason to other educational institutions and the NCAA in regards to compliance operations.
- Track and evaluate prospective student-athletes regarding fulfillment of ASC and NCAA initial eligibility requirements.
- Work in conjunction with coaches, departmental staff, prospective and current student-athletes as well as boosters in regards to compliance. This includes recruiting, student-athlete jobs, transfers and eligibility requirements.
- Facilitate the timely and accurate exchange of information between internal and external constituency groups regarding compliance operations.

- Collaborate with other members of the Department's administrative team to ensure satisfactory delivery of all services that contribute to the general well-being of the student-athlete population.
- Develop a comprehensive compliance education program for all institutional coaches, student-athletes, faculty and staff regarding SRSU, ASC and NCAA rules and regulations.
- Serve as primary point of contact for all human resources for all student and staff within the athletic department
- Game day operations/administration of all home events.
- Other duties as assigned by the Director of Athletics.

Supervision

Received Athletic Director

Given Graduate Assistants & Student Workers

Education

Required Bachelors Degree

Preferred Masters Degree

Experience

One to 5 years' experience in compliance or related field. One to 5 years of experience in event or program management.

Equipment/Skills**Working Conditions**

Monday – Friday 8-5 PM. Evening and weekend work required.

Date revised August 2022