

# Sul Ross State University

## Position Description

**Official Title:** Assistant AD for Athletic Compliance and Enrollment Specialist Salary RU 7

Job Code 3278

### Summary

#### **60% - Athletic Compliance Function:**

Endorse, maintain, and monitor a NCAA and American Southwest Conference compliant environment throughout the SRSU Athletic Department resulting in clear institutional control of all athletic programs relative to Conference and NCAA legislation as required by NCAA Division III membership. Duties and responsibilities include but are not limited to:

- Monitor all student athletes in accordance with applicable SRSU academic policies and NCAA Division III legislation regarding initial eligibility, continued eligibility, and satisfactory progress.
- Education of SRSU student athletes, faculty, and staff regarding NCAA compliance.
- Determine appropriate institutional course in conjunction with the Athletic Director regarding athletic appeals, waivers, or other compliance issues. Advise student-athletes, coaches and administration with all compliance related concerns, appeals and waivers.
- Aid in official and unofficial student visits, coordinate communication with the Registrar and financial aid office. Track/evaluate prospective student-athletes on fulfillment of ASC and NCAA eligibility requirements while being a resource to other SRSU administrators, committees and campus offices regarding eligibility.
- Serves as liaison to other educational institutions and the NCAA regarding compliance.
- Generate and submit reports for various internal and external constituencies including campus authorities, state government agencies, the American Southwest Conference, the NCAA, and the federal government.
- Develop a comprehensive compliance education program for all institutional coaches, student-athletes, faculty and staff regarding SRSU, ASC and NCAA rules and regulations.
- Facilitate the timely and accurate exchange of information between internal and external constituency groups regarding compliance operations and student issues.
- Coordinate all game day operations and serves as home event coordinator.
- Continually update and disseminate the Sul Ross State Athletics Compliance Policies and Procedures Manual.
- Other duties as assigned.

#### **40% - Enrollment Specialist Function:**

Serve as first contact for those seeking enrollment into Sul Ross State University. Provide individual counseling to those seeking admission; answer general questions about procedures in the financial aid and scholarship processes and assist students in procuring documents needed for processing the FAFSA; answer general questions about the admissions process and requirements for admission to Sul Ross,

including the necessary documents for application completion; provide guidance and advising for undecided, probationary, and at-risk students; coordinate orientation and on-campus recruitment events, including a campus visit program; travel within assigned territory for recruitment activities and prospect management, including community colleges, community events, and high schools.

A variety of tasks involved in the enrollment process for a student will be expected for this position, including but not limited to:

- Provides first contact services for those entering Sul Ross and working with them until they are ready to be referred to the appropriate academic department.
- Provide information about the admissions process and the documentation needed for completion of the application for admissions, including necessary documents and information on articulation of course work.
- Advise undecided, probationary, and at-risk prospective students.
- Provide information about the FAFSA process, the scholarship process, and the verification of FAFSA process, including being knowledgeable about the type and kinds of documents needed to complete these processes.
- Recruit and travel within 14 county region, presenting information about the advantages of enrolling at Sul Ross to prospective students at community colleges, community events, and high schools.
- Create and conduct a campus visit program and other on campus recruitment events.
- Responsible for personal safety and the safety of others and must exercise due caution and practice safe work habits at all times.

**Non-Essential:** Other duties as assigned

**Supervision:** Athletic Director and Coordinator for Admissions and Recruiting

**Education Required:** Bachelor's Degree

**Education Preferred:** Master's Degree in Counseling, Student Personnel, Leadership, Student Affairs, Higher Education, or another related area.

**Experience Required:** Experience working in higher education or with college students; ability to drive, travel, and speak to groups in public. Experience with athletic compliance or in a recognized NCAA Division I, II, or III athletic department.

**Experience Preferred:** Ability to interact with students of diverse socioeconomic, ethnic, and cultural backgrounds; fluency in Spanish; NCAA Compliance Assistance software; experience with compliance at a NCAA Division III level.

**Equip/Skills Required:** Knowledge of PC operation and software programs; strong verbal, written and organizational skills; public speaking.

**Equip/Skills Preferred:** Familiarity with Banner systems; familiarity with managing territories for recruitment purposes; ability to multitask.

**Working Conditions**

**Usual:** Exempt from overtime provisions. Position is Security Sensitive. Current driver's license and driving record acceptable to the University must be maintained as a condition of employment; must have personal transportation' must be willing to work some evenings and weekends' some overnight travel throughout Texas.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Director of Human Resources.

Revised October 2020