



CAREER OPPORTUNITY

Make San José State University Your University of Choice

Position Information

Posting Date: May 2, 2008
Working Title: Assistant Athletic Director for Compliance
Reporting Unit: Intercollegiate Athletics
Requisition Number: 13357
Hiring Range: Up to \$75,000 annually, Commensurate with experience
Excellent Benefits Package: [Management Personnel Plan\(MPP\) Benefits Summary](#)
First Screening Date: May 16, 2008
Applications received after the first screening date will be considered at the discretion of the University.
Position Classification: Classification with the Management Personnel Plan

About the Position

Are you passionate about sports, like to travel and want to make a difference for an athletic department? If so, the Intercollegiate Athletics program at San José State University wants you! The [Intercollegiate Athletics](#) program is comprised of 16 NCAA teams that compete all throughout the United States.

The Assistant Athletic Director of Compliance is responsible for developing, monitoring, and enforcing compliance with the Constitution and Bylaws of the National Collegiate Athletic Association and the Western Athletic Conference. This position reports to the Director of Athletics and works in conjunction with the Faculty Athletics Representative regarding compliance with NCAA and conference rules and regulations. This position will provide vision and leadership in developing a timely system of completing reports, forms, assessments, and audits. Work is reviewed in terms of soundness of judgment and effectiveness in achieving goals critical to the Division of Intercollegiate Athletics and the University.

Responsibilities include, but are not limited to:

- Develop and administer a comprehensive rules education program for student-athletes, Coaches, athletic staff, and boosters
- Monitor and coordinate all eligibility and compliance procedures; recruiting activities, compliance reports and squad lists, grant-in-aid program, and camps/clinics
- Serve as the university liaison with the NCAA and Conference office regarding rules interpretation
- Administer university policies and procedures for responding to NCAA and WAC violations
- Supervise at least one full-time employee and graduate/undergraduate students
- Manage budget allocation and oversee Special Funding and Grants
- Develop and administer an effective program to ensure institutional compliance

Qualifications

Bachelor's degree and five years of full-time experience in NCAA Compliance at an NCAA Division 1 Institution or conference office required. Additionally, must have experience working with football bowl subdivision (Division 1A) programs. Master's degree preferred.

The ideal candidate possesses the following knowledge, skills, and abilities:

- Ability to interpret technical procedures or regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, customers, and the general public
- Ability to work with mathematical concepts such as probability and statistical inference

Required Application Material

- Résumé
- Letter of interest
- SJSU Employment Application: [PDF version](#) [MS Word version](#)

Note to Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

Equal Opportunity Statement

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

For the [SJSU Annual Safety Report](http://www.sjsu.edu/safetyreport) (www.sjsu.edu/safetyreport)

Contact Information

[Human Resources](http://www.sjsu.edu/hr) (www.sjsu.edu/hr)

One Washington Square • San Jose, Ca 95192-0046

Phone: 408-924-2250 • Fax: 408-924-2257 • Email: hrsg@sjsu.edu

University Shared Values

Learning

Valuing education and promoting life-long learning.

Student and Employee Success

Placing our highest priority on academic success and personal growth.

Excellence

Setting the highest standards in all we do.

Integrity

Being honest, fair and accountable for our actions.

Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

Community

Valuing collaborative relationships.