ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Director of Athletic Compliance

DEPARTMENT: Athletics, Rose Hill

RESPONSIBILITIES:
• Oversee roster management and act as database administrator for ARMS and CAi.
• Administer NCAA and institutional forms for student-athletes and staff.
• Monitor student-athlete employment and outside competition.
• Oversee initial eligibility and Eligibility Center accounts; assist in oversight of continuing eligibility.
• Maintain documentation on 2 and 4-year transfers and manage transfer portal.
• Monitor playing, practice seasons, and oversee coaching staff CARA submissions.
• Monitor and approve all student-athlete complimentary admission requests.
• Review staff recruiting activity through ARMS system.
• Create education materials for staff and student-athletes; manage compliance social media presence.
• Provide rule interpretations to athletic department staff and student-athletes.
• Assist with preparation and writing of NCAA, Atlantic 10, and Patriot League reports and waivers.
• Oversee Student-Athlete Leadership Academy and department Code of Conduct policy.
• Additional responsibility may include sport supervision/oversight.
• Assist with event management and game operations for ticketed home events.
• Fully comply with all University policies and procedures, NCAA, Atlantic 10, and Patriot League rules and regulations.
• Ability and willingness to work nights, weekends and holidays.
• Other duties as assigned.

QUALIFICATIONS:
• Bachelor’s degree preferred; Master’s degree or Juris Doctorate desirable.
• Minimum of 1-3 years’ of experience working in an NCAA Division I compliance office, NCAA national office, or conference office.
• Applicants must possess working knowledge of NCAA Division I rules.
• Prior experience and knowledge of NCAA applications (i.e., LSDBi, Eligibility Center, RSRO, CAi) and compliance software.
• Must demonstrate a commitment to integrity, excellent written and verbal communication skills, and the ability to work in a fast-paced environment while performing accurate, detail-oriented work.
• Applicants must be organized, highly motivated and the ability to balance multiple projects.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO:
Shannon Raymond
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