



<b>Job Title</b>	Director of Athletics Compliance/Student Athlete Advisory Co
<b>PVN ID</b>	QC-1505-000531
<b>Category</b>	Administrative Services
<b>Location</b>	QUEENS COLLEGE
<b>Department</b>	Athletics
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 01, 2015 (Or Until Filled)

## General Description

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• Supervision of interns and student support staff is expected. • Student Athlete Advisory Committee advisement is required. Applications are currently being accepted and interviews will begin immediately. Start date is based upon successful candidate's availability.

## Other Duties

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Queens College is seeking a Director (or Coordinator) of Athletics Compliance/Student Athlete Advisory Committee (SAAC) Advisor. This is a full-time position reporting directly to the Senior Woman Administrator with a dotted reporting line to the Assistant Vice President/Athletics Director. The Director of Athletics Compliance is responsible for all aspects of NCAA Division II eligibility, rules education for coaches, staff and college representatives, federal and NCAA reporting, secondary and major investigations, and waivers. He/she will jointly serve as the liaison to the East Coast Conference in the areas of compliance and SAAC issues. Must be proficient with CAi, LSDBi, academic reporting, filing of eligibility waivers and have some NCAA investigation background. The staff member should have a good sense of humor, accessible, approachable, open to suggestions, flexible and can effectively establish positive and engaging relationships while enforcing bylaws.

## Qualifications

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Qualified applicants must have: • Bachelor's Degree in Sports Management or related field. • Graduate Degree or Juris Doctorate is helpful. • Candidates must have a minimum of two years (full time) working in the area of NCAA compliance in a Division II or I athletics department. • Intercollegiate coaching experience is a plus. • Successful candidate must be able to work in a high pressure environment with various personalities and a

diverse demographic group (i.e., coaches, staff, and students). As well as be able to set priorities, coordinate multiple projects, meet deadlines and work with minimal supervision. • Candidates must have demonstrated writing and communication skills, and proficiency in Microsoft Office, and Excel. • Valid driver's license and willingness to take a defensive driving exam and Title IX related classes. Candidates must apply on [www.rfcuny.org](http://www.rfcuny.org), click on "About RF", and "Careers" for job description and application process. Queens College is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.