
Job Title	Assistant Athletics Director for Compliance & Academics
PVN ID	QC-1608-001296
Category	Administrative Services
Location	QUEENS COLLEGE
Department	Athletics and Recreation
Status	Full Time
Annual Salary	\$40,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Nov 21, 2016 (Or Until Filled)

General Description

Queens College is seeking a Assistant Athletics Director for Compliance & Academics. This is a full time position with benefits that reports to the Senior Woman Administrator in the newly created area of Student Athlete Performance. This position is responsible for NCAA compliance and eligibility for 19 varsity sports represented in NCAA Division II level.

This position will have shared responsibilities in academics and compliance, handling the day to day eligibility of athletes.

Other Duties

The Queens College department of athletics offers varsity, intramural and recreational athletics opportunities to members of its campus community. The college sponsors 19 varsity sports at the NCAA Division II level, with the Knights competing predominantly in the East Coast Conference winning a championship every year since 2010, including the 2015 ECC Women's Basketball Championship, 2015 ECC Softball Championship, and the 2015 NCAA Regional Tennis Championship. Queens College's Department of Athletics encourages all student-athletes to complete a meaningful academic degree program, participate fully in the college community and prepare for life after college athletics. For more information on athletics, please visit www.queensknights.com.

Located on a beautiful, 77-acre campus in Flushing, Queens College of the City University of New York enjoys a national reputation for its liberal arts and sciences and pre-professional programs. Each year Queens College has been cited by The Princeton Review as one of the nation's 100 "Best Value" colleges, thanks to its outstanding academics, generous financial aid packages, and relatively low costs. In addition, U.S. News & World Report *America's Best Colleges* (2011) ranks QC among the top 10 public universities in its category "Best Universities—Master's (North)." The college opened its first residence hall in August 2009. More info on Queens College at www.qc.cuny.edu.

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.

Qualifications

Qualified applicants must have a minimum of a Bachelor's Degree and a minimum of two years in collegiate athletics in a Division I or II program as a Compliance Coordinator, Director of Compliance or Assistant/Associate Athletics Director for Compliance. Proficiency of LSDBi, Compliance Assistance and Eligibility Center is expected. Candidate must have experience in NCAA compliance investigation and reporting, submission of waivers, staff and student athlete rules education, federal and NCAA reporting, Title IX monitoring, and strengthening relationships with Admissions Office, Financial Aid, Registrar's Office and the Faculty Athletics Representatives.