



JOB DESCRIPTION:	Assistant Athletic Director - Student Achievement		
DEPARTMENT:	Athletics		
REPORT TO:	Executive Athletics Director		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	# 413110	DATE APPROVED:	25-FEB-2022
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Maintains institutional control of the compliance system as it relates to admissions, academic advising, and financial aid for the Western New Mexico University athletics department.

DUTIES:

1. Develops procedures and policies to monitor and ensure compliance with all NCAA and conference rules and regulations.
2. Provides comprehensive financial aid, academic advising, academic support, and student development services to student-athletes.
3. Oversees NCAA compliance in admissions within academic advising, financial aid, and eligibility for WNMU varsity sports teams, student athletes, coaches, athletics staff, and all appropriate university personnel.
4. Ensures that the University's athletics program is governing recruiting, eligibility, amateurism, awards, and benefits, playing and practice seasons, student-athlete, office operations and sports camps and clinics are in compliance with NCAA rules and regulations. Participates actively in the development and implementation of advising policies, procedures, goals, materials, and budgets.
5. Prepares weekly, quarterly, and yearly academic progress reports to the Executive Athletic Director. Works with the Compliance Officer to maintain, audit, and generate complex required NCAA reports, and assists when necessary, with University reports.
6. Advises first and second year undergraduate student-athletes on WNMU's academic requirements including admission/ general education requirements and specific program majors and minors.
7. Evaluates the academic records of enrolled and prospective student-athletes for compliance with University and NCAA regulations to include satisfaction with the NCAA Eligibility Center.
8. Advises at-risk/probationary student-athletes on achieving good academic standing. Works cooperatively with Career Services on student-athletes career choices/opportunities and the requisite coursework.
9. Runs oversight on daytime, evening, and weekend study tables and tutor sessions, life skills, and other programs to assist the overall development of student-athletes. Ensures student-athletes are accessing tutors and other academic support options.
10. Directs the NCAA Life Skills program.
11. Participates actively in the recruiting process, public relations, and student orientation efforts necessary to successfully promote the University, its academic reputation/programming, its diversity, and the quality of the Athletics program in general.
12. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
13. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in related field with experience working in student services area required. Experience as a collegiate athlete, or working in a collegiate athletic department preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of NCAA rules and regulations. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Must have demonstrated knowledge of interaction with media outlets. Fluent in Microsoft Office. Must possess strong communication and interpersonal skills.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)