

JOB DESCRIPTION:	Assistant Director of NCAA Compliance		
DEPARTMENT:	Athletics		
REPORT TO:	Athletics Director/Assistant Athletics Director		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	500000	DATE APPROVED:	28-MAR-2024
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Maintains institutional control of the NCAA compliance system as it relates to admissions and financial aid for Western New Mexico University's athletics department. Develop procedures and policies to monitor and ensure compliance with all NCAA and conference rules and regulations. Provides comprehensive financial aid, and student development services to student-athletes. Assists with gameday operations as it relates to home athletic contests.

DUTIES:

1. Oversee NCAA compliance in admissions within financial aid, and eligibility for 13 varsity sports teams, student athletes, coaches, athletics staff and all appropriate university personnel.
2. Ensure that departmental and student-athlete paperwork and office operations are in compliance with NCAA requirements.
3. Ensure that the University's athletics program is governing recruiting, eligibility, amateurism, awards and benefits, playing and practice seasons, and sports camps and clinics are in compliance with NCAA rules and regulations.
4. Maintain the NCAA online compliance system; prepare weekly, quarterly and yearly compliance reports
5. Explains and follows NCAA and University graduation requirements. Evaluates the academic records of enrolled and prospective student-athletes for compliance with University and NCAA regulations.
6. Serves as mentor and liaison to provide guidance and advice to student-athletes on financial aid, and athletic issues.
7. Assists with the oversight on daytime, evening, and weekend study tables and tutor sessions, life skills, and other programs to assist the overall development of student-athletes.
8. Directs the NCAA mandated life skills program.
9. Works cooperatively with Career Services on student-athletes career choices/opportunities and the requisite coursework.
10. Participates actively in the recruiting process, public relations, and student orientation efforts necessary to successfully promote the University, its academic reputation/programming, and the quality of the Athletics program in general.
11. Participate actively in the development and implementation of compliance policies, procedures, goals, materials, and budgets.
12. Maintains, audits, and generates complex required NCAA reports, and assists when necessary, with University reports.

REQUIREMENTS:

1. **Education/Background: Minimum Requirements:** Bachelor's degree in a relevant field. Two years of experience working in a student services area. Strong communications and interpersonal skills. Master's degree in a relevant field.
2. **Job Knowledge:** Knowledge of University academic programs and requirements and its policies and procedures. Have knowledge of Banner and Degree Works programming. Financial Aid, advising and academic support programming experience in an intercollegiate environment, and knowledge of NCAA rules. Have knowledge of NCAA athletics programs
3. **Working Conditions/Physical Demands Other requirements:** (With or Without Accommodations): Normal office environment. 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. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.

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)