Athletic Corporation Career Opportunity
California State University, Fresno

COMPLIANCE COORDINATOR
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Vacancy # A/209
Salary: $2,762.00 to $3,000.00 per month plus benefits

General Assignment:
Under the general supervision of the Assistant Athletic Director, Compliance, the incumbent will be responsible for assisting and coordinating compliance functions for the institution’s 17 sports categories with an emphasis on the NCAA Division I athletics compliance program. The compliance functions include: on-going NCAA rules education; investigation of NCAA violations; compliance rules and interpretations; certification of eligibility; dissemination of new legislation to coaches and staff; facilitate the documentation of transfer student-athletes; prepare and maintain waiver requests and other required documentation; maintain student-athlete compliance files; coordinate the camps/clinics program; and other related duties relevant to the assurance that the athletics program is operated in compliance with NCAA, WAC and university rules and regulations.

Required Education, Experience, Knowledge, Skills and Abilities:
- Bachelor’s degree from an accredited four-year institution
- Experience in understanding, interpreting and communicating procedures, policies, information, ideas and instructions
- Knowledge of:
  - NCAA rules and regulations
  - Standard office machines and computer software, including Microsoft Office, Microsoft Access, electronic email, electronic business forms, the internet, NCAA Clearinghouse and NCAA Legislative Services Data Base
- Excellent written and interpersonal skills
- Excellent organizational skills
- Ability to:
  - work in a fast paced environment with frequent interruptions
  - organize and prioritize projects from multiple task-givers with conflicting deadlines
  - maintain a high level of confidentiality and professionalism
  - support the gender and diversity goals of the department
  - work effectively in a busy environment while maintaining a professional and courteous attitude in stressful situations
  - work effectively with individuals from all organizational levels of the university, board members, regulatory agency personnel, boosters, students and other members of the general public from diverse ethnic, cultural, and socio-economic backgrounds
- A history of regular attendance and positive performance evaluations

Specialized Experience and Skills Preferred:
- Master’s Degree or juris doctorate
- Two years in athletics compliance at NCAA Division I institution or Conference level
- Experience with People Soft software systems and NCAA software

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**Applicant Requirements:**
A University Application for Athletic Corporation Positions, a resume, and a list of three professional references, including telephone numbers, are required. A cover letter that addresses your qualifications for the position is recommended.

**All forms are available on-line at** [http://jobs.csufresno.edu/](http://jobs.csufresno.edu/)

Background investigations will be conducted, as required, depending upon the job requirements of a position. These could include, but are not limited to, processing of fingerprints through the Department of Justice and degree and license verifications. An offer of employment may or may not be extended based upon the results of these verifications.

Pursuant to the requirements of the Immigration Reform and Control Act of 1986, any offer of employment is contingent upon verification of individual’s eligibility to be employed in the United States.

Pursuant to Executive Order 883, reasonable accommodation is to be provided upon request from an employee or applicant with disabilities, unless doing so would impose an undue hardship on the campus. What constitutes a reasonable accommodation is to be determined by the campus on a case-by-case basis after it has received the individual’s request for accommodation and engaged in an interactive process. Employees or applicants requiring reasonable accommodation should contact Human Resources directly at (559) 278-2032.

**University Information:** (or website: [http://www.csufresno.edu/](http://www.csufresno.edu/)) California State University, Fresno is one of 23 campuses of the California State University System. The University’s mission is to offer high quality educational opportunities to qualified students at the bachelor’s and master’s levels, as well as in joint doctoral programs in selected areas. The University serves the San Joaquin Valley while interacting with the state, nation, and world. Through transformational applied research, technical assistance, training and other related public service activities, the University builds partnerships and linkages with business, education, industry, and government. The University competes athletically in Division I-A and is a member of the Western Athletic Conference.

The current enrollment is just over 21,300 students from diverse backgrounds, which creates a culturally rich environment. The campus, which has been designated as an arboretum, is spread over 1400 acres. Metropolitan Fresno, with a multi-ethnic population of over 600,000 is located in the heart of the San Joaquin Valley on the western edge of the Sierra Nevada Mountain Range. The campus is within easy driving distance of San Francisco, Los Angeles, Yosemite, Kings Canyon, and Sequoia National Parks, the Monterey Peninsula, Lake Tahoe, beaches, sailing lakes and numerous ski resorts. Fresno boasts one of the most reasonable housing markets in California and offers a wide array of locally grown fruits and produce.

The Athletic Corporation of California State University, Fresno is committed to Equal Employment Opportunity and Affirmative Action. Applicants will be considered without regard to sex, race, color, religion, national origin, sexual orientation, marital status or disability. The Athletic Corporation actively seeks and encourages applications from members of all underrepresented groups. The Athletic Corporation is committed to providing equal opportunities to men and women CSU students in all campus programs, including intercollegiate athletics. The Athletic Corporation is associated with the University; however, employees of the Corporation are not employees of the University or the State of California.


**Apply:**
California State University, Fresno for the Athletic Corporation
Joyal Administration Building, Room 164
5150 North Maple Avenue, JA71
Fresno, California 93740-8026
Telephone: (559) 278-2383
FAX: (559) 278-4275

Call the Fresno State Athletic Corporation Jobline (559) 278-2383 or [http://www.csufresno.edu/humres/](http://www.csufresno.edu/humres/) to receive an application or current listing of all available Athletic Corporation and University staff employment opportunities.