



# *Athletic Corporation* *California State University, Fresno*

## **Assistant Director of Compliance** **Athletic Corporation – Vacancy #A398**

### **Compensation:**

\$3,750 per month. This position includes full benefits. This is a full-time (equivalent to 40 hours per week), non-exempt position. Athletic Corporation employees are at-will.

### **Overview:**

The Assistant Director of Compliance (12-month, non-exempt status, at-will) reports to the Assistant Athletic Director of Compliance Services and oversees all facets of NCAA bylaws 14 (Eligibility) & 17 (Playing & Practice Seasons).

### **Major duties of the job include:**

- Monitor NCAA initial eligibility requirements; produce incoming freshmen report
- Serve as the primary contact with NCAA Eligibility Center
- Conduct compliance student-athlete eligibility meetings in the fall and spring
- Monitor transfer eligibility; produce incoming transfer report
- Provide daily eligibility report to coaches and support staff
- Approve and monitor official visits and unofficial visits
- Monitor playing and practice seasons
- Process Declaration of Playing Seasons forms
- Monitor CARA
- Monitor participation reports and seasons of eligibility used
- Send and complete tracer forms
- Provide NCAA rules education
- Other duties as assigned by the Assistant Athletic Director of Compliance Services

### **Secondary Duties:**

- Process NCAA violations
- Process NCAA waivers

### **Required Education, Experience, Knowledge, Skills and Abilities:**

- A bachelor's degree from an accredited 4-year institution
- Two years of experience (graduate assistantship/internship applies) working in a NCAA Compliance office
- Knowledge of NCAA bylaws 14 (Eligibility) & 17 (Playing & Practice Seasons)
- Experience drafting NCAA violations and waivers
- Working knowledge of Compliance Assistant (CAi), LSDBi, and Eligibility Center
- Experience conducting rules education presentations
- Ability to analyze and research NCAA bylaws
- Ability to communicate effectively verbally and in writing
- Ability to work cooperatively with coaches, staff, faculty, students and members of the community
- Ability and willingness to support the diversity and equity commitments of the department

Please visit the [Fresno State Jobs webpage](#) for the Athletic Corporation Application and to view current listings of all available Athletic Corporation and University employment opportunities.



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- Commitment to academic integrity and compliance with University, conference and NCAA regulations
- Demonstrated ability to work effectively with individuals from diverse ethnic, cultural and socio-economic backgrounds and project a professional attitude
- A history of regular attendance and positive performance evaluations

### **Preferred Qualifications:**

- Master's degree or J.D from an accredited university
- Previous experience working at Division I level
- Previous experience with ARMS/ACS recruiting software
- Previous experience using PeopleSoft
- Previous experience with NCAA bylaws 14 (Eligibility) & 17 (Playing & Practice Seasons)
- Previous experience using NCAA Compliance Assistant (CAi)

### **Deadline to Apply:**

Final day to apply is **February 1, 2017**.

### **Application Requirements:**

An [Athletic Corporation Application](#), 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 required.

#### **Apply By Mail:**

California State University, Fresno - Human Resources  
5150 North Maple Avenue, M/S: JA41  
Fresno, California 93740-8026

#### **Apply By Fax or In Person:**

Joyal Administration Building, Room 211  
Phone: (559) 278-2032  
Fax: (559) 278-4275

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Thank you for your interest in a non-faculty position with the Athletic Corporation of California State University, Fresno.

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.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, crime report statistics are available at <http://www.fresnostate.edu/adminserv/police/clery/>.

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

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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:** (<http://www.fresnostate.edu/>)

Fresno State 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 FBS and is a member of the Mountain West Conference.

The University's current enrollment is more than 24,000 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.