COMPLIANCE COORDINATOR

Vacancy # A/372
Salary: Commensurate with experience, plus benefits

General Assignment:
Under the direction of the Director of Compliance, incumbent performs a number of support functions to assist in the overall operation of the Department of Athletics with regard to maintaining compliance with NCAA, Conference and University rules, regulations, policies and procedures.

Position Summary:
Assist with aspects of the NCAA Division I athletics compliance program, including:

- Maintain records (Squad Lists) for NCAA Financial Aid Compliance (CAi)
- Coordinate all aspects of student-athlete financial aid in compliance with department, conference, NCAA and NLI policies
- Coordinate all facets of the National Letter of Intent program
- Assist with on-going NCAA rules education of staff, student-athletes, and the Fresno State community
- Manage Training Table for all student-athletes, including tracking charges and balances
- Act as liaison to athletics department business office as well as campus housing, dining, bookstore, accounting and financial aid
- Coordinate international student-athlete financial aid education (i.e. taxes, insurance, etc.)
- Monitor and approve student-athlete outside employment
- Assist with the assurance that the athletics program is operated in compliance with NCAA, conference and university rules and regulations
- Assist with documentation for roster management policies and other student-athlete related reports
- Assist with other reports and duties as assigned
- Maintain strict confidentiality
- Work effectively and cooperatively with students, faculty, staff and administration
- Support the department’s gender and diversity equity commitments

Required Education, Experience, Knowledge, Skills and Abilities:

- Bachelor’s degree from an accredited four-year institution
- NCAA compliance experience (may include graduate assistant or internship at campus, conference, or national office level)
- Experience in understanding, interpreting and communicating procedures, policies, information, ideas and instructions
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 associated with the university; however, employees of the Corporation are not employees of the university or the State of California.


Visit the Athletic Corporation website at http://jobs.fresnostate.edu, to print out an application or to view current listing of all available Athletic Corporation and University staff employment opportunities.

**Preferred Education, Experience, Knowledge, Skills:**

- Juris Doctorate or Master’s Degree in related field
- Full-time NCAA Division I compliance experience at institution using Cost of Attendance for athletics scholarships
- Experience utilizing ACS Data System and Peoplesoft
- History of good attendance and efficiency in the workplace
- Experience administering Cost of Attendance

**Filing Deadline:**

April 22, 2016

**Application 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 required.

Apply:

California State University, Fresno for the Athletic Corporation
Joyal Administration Building, Room 211
5150 North Maple Avenue, JA71
Fresno, California 93740-8026
Telephone: (559) 278-2383
FAX: (559) 278-4275

(The Athletic Corporation application form may be found at http://jobs.fresnostate.edu/athletic.shtml.)

A background check, (including criminal records check) must be satisfactorily completed before any candidate can be offered a position. Failure to satisfactorily complete or pass the background check may be the basis for rescinding an offer of employment and/or affect continued employment.

The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirement set forth in CSU Executive Order 1083 as a condition of employment. You can obtain a copy of this Executive order by accessing the following website:


- Possess excellent written and interpersonal skills
- Knowledge of:
  - NCAA rules and regulations
  - Use of office machines, computer software including email and Microsoft office, NCAA CAi, LSDBI and Eligibility Center
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:  (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 current enrollment is just over 23,000 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 ski resorts. Fresno boasts one of the most reasonable housing markets in California and offers an array of locally grown fruits and produce.