

Job Title: Associate Director of Athletics Compliance and Student-Athlete Services
Job ID: 28364
Location: College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

The Associate Director of Compliance will oversee the development and implementation of rules education, recruiting monitoring, forms tracking, roster management, interpretations, coordinating playing and practice seasons, squad lists, NLI program, complimentary admissions, camp approvals, transcript evaluations, IRL activations, official visits, financial aid agreement preparation, coordinating ECC Conference Compliance requirements. In addition to the above duties, this position will be involved with the transfer portal, drafting waivers, eligibility certification, and NCAA reporting. Reporting to the Director, the Associate Director of Athletics Compliance also:

- Manages the Athletics Compliance Office's daily operations.
- Oversees the compliance of the College of Staten Island, NCAA Division II and ECC conference rules and regulations. Facilitates meetings with the Compliance Committee.
- Stays abreast of new NCAA legislation and implements necessary changes and informing of this information to Coaches, Staff, Student Athletes, and external groups affiliated with the Athletics department.
- Designs, implements, and conducts rules education for coaches, staff, student-athletes, prospects, and others as required. Assists in all student-athletes eligibility, including initial, continuing, and transfer eligibility status. In addition to eligibility, this position will also oversee all eligibility waivers. Provides application guidance on matters regarding NCAA regulations.
- Serve as liaison and collaborates with the NCAA office, East Coast Conference, and other on campus entities such as admissions, financial aid, academic affairs and residential life.
- Administers Sport Programs at the Director of Athletics & Recreation's Request
- Perform related duties as assigned by Director of Athletics & Recreation

QUALIFICATIONS

Bachelor's degree and six years' related experience required.

Preferred qualifications include:

- 3-5 years' experience working in NCAA Division I or II Environment
- Experience with the NCAA Compliance Assistance, NCAA Transfer Portal, Eligibility Center, LSDBi and Arms Software.
- Ability to multi-task, be self-motivated and highly organized with attention to detail, have excellent and effective written and verbal communication skills, and have a strong working knowledge and commitment to NCAA rules.

CUNY TITLE OVERVIEW

Manages selected aspects of intercollegiate, intramural and recreational athletics staff, programs, facilities and activities.

- Oversees and coordinates day-to-day operations for varsity sports, supervising coaching and event staff
- Manages one or more athletic facilities
- Administers scheduling and other arrangements for athletic contests and events
- Supervises the intramural and recreation program
- Produces athletic publications through various media sources; develops and produces marketing and promotional programs
- Maintain computer files, statistics, and reports on all data related to the athletics program
- Oversees academic progress of student athletes and works with other College units to assure their academic and personal success
- Performs related duties as assigned.

Job Title Name: Student Athletics Manager

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

\$67,784 - \$73,227

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

May 6, 2024

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.