



FLORIDA A&M UNIVERSITY, DEPARTMENT OF ATHLETICS

Senior Associate Director of Athletics for Compliance

POSITION DESCRIPTION

Job Summary:

CarrSports Consulting is assisting Florida A&M University in the search for a Senior Associate Director of Athletics for Compliance, working under the daily supervision of the Chief Compliance and Ethics Officer with a dotted-line reporting to the Athletic Director. The Senior Associate Director of Athletics for Compliance is charged with executing the daily management and operation of the athletics compliance office for Florida A & M University. The individual will monitor and enforce matters related to NCAA, SWAC, and University rules and regulations; educate and interpret the applicable rules for staff, coaches, and student-athletes on various matters; and foster an atmosphere of compliance and institutional control with all internal and external constituents mitigating risk for the University and the Department. The Senior Associate Director of Athletics must stay current with the ever-evolving NCAA environment to include initiatives such as Name, Image and Likeness, Transfer Portal, and the outcomes of the NCAA Transformation Committee.

Responsibilities Include, But Are Not Limited To:

- Administer ongoing comprehensive rules and educational programs for the institution's student-athletes, coaches, staff, faculty, administrative divisions of the University, and alumni/donor groups to ensure compliance with NCAA, SWAC and University rules and regulations at all times.
- Provide accurate and timely NCAA, SWAC and University rules interpretations for coaches, staff, student-athletes and parents, alumni, donors, prospective student-athletes and parents, University personnel, community groups, and all other inquiries and requests.
- Participate in the timely and accurate investigation, resolution and self-reporting of NCAA and SWAC rules violations, as they may occur.
- In collaboration with the appropriate University personnel such as the Faculty Athletics Representative (FAR), Associate Director of Athletics for Compliance, Registrar, Academic Support of Student-Athletes, determine term-by-term eligibility for athletics aid, practice, and competition for all student-athletes in accordance with SWAC and NCAA rules.
- Maintain documents such as athletic compliance office records, including interpretations, compliance actions, investigations, eligibility related documents, participation reports, financial aid and other historical data.
- Complete and submit SWAC and NCAA annual reports, such the NCAA Division I Membership Requirements Certification, and NCAA Demographics and Sports Sponsorship Report. In conjunction with the appropriate campus office, provide the data for the Academic Progress Rates (APR), Federal Graduation and Graduation Success Rate reports.

- Manages and maintains ARMS (or similar software programs) and social media sites, such as Facebook, Twitter, Instagram, TikTok, etc.
- Annually updates the FAMU Athletics Compliance Policies and Procedures manual.
- Shares responsibility of promoting an atmosphere of compliance while facilitating institutional control over athletics programs in order to ensure consistent adherence and behavior with NCAA, Conference, and University rules and regulations.
- Oversees the management of initiatives that promote institutional and departmental culture of integrity and compliance as it relates to intercollegiate athletics.
- Maintains an environment that promotes the highest level of integrity and demonstrates an unwavering commitment to the highest standards of ethical conduct.
- Serve as the department's liaison to the SWAC and NCAA for matters dealing with NCAA compliance. Attend and participate in relevant SWAC and NCAA (such as annual NCAA Regional Rules Seminars) meetings.
- Represent the department on a variety of campus committees as deemed appropriate.
- Supervise the Associate Director of Athletics for Compliance and Coordinator of Athletics Compliance.
- Potential future opportunities for sports administration.
- Other duties as assigned.

Minimum Qualifications:

Bachelor's Degree in the appropriate area of specialization and eight (8) years of related experience; or, Master's Degree in an appropriate area of specialization and six (6) years of related experience.

Recommended Competencies:

- Knowledge and ability to interpret and apply NCAA, SWAC and Division I rules and regulations.
- Ability to communicate effectively, verbally and in writing.
- Knowledge of and the ability to interpret and apply University-related policies, procedures, principles, and practices.
- Ability to educate diverse groups of individuals about NCAA compliance issues.
- Experience managing staff and coaches through clear communication and a cooperative attitude.
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Ability to work in a dynamic fast-paced environment and manage stressful situations.
- Ability to handle multiple tasks at once and meet deadlines.
- Strong organizational and time management skills.
- Ability to develop and implement policies, procedures, goals, and objectives.
- Knowledge of and the ability to apply the principles and practices to strategically align tasks and people with organizational goals and objectives.
- Ability to improve personal and team effectiveness, and foster change and creativity
- Experience working with Division I football program preferred.
- Familiarity of the financial aid and admission processes at a university level preferred.
- Experience with ARMS (or similar software programs) and PeopleSoft (or similar enterprise personnel management platforms) preferred.
- Strong leadership skills and the ability to interact with a multitude of constituents.
- Ability to represent the University as required.

CONDITIONS OF EMPLOYMENT

Pay Plan

This is an Administrative and Professional (A&P) position.

Conditions of Employment

Successful candidate is subject to a pre-employment screening which includes a review of criminal records, reference checks and verification of education. An official college transcript, a high school diploma, or other educational documents must be submitted, where applicable, at the time of employment.

Only United States (U.S.) citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Federal law requires proof of your authorization to work in the United States. You will be required to provide proof of your identity and employment eligibility within three (3) days of employment.

Section 110.1128, Florida Statutes, prohibits employment by the State (including re-hire after a break in service) of any male born after October 1, 1962, who failed to register with the Selective Service System, under the provisions of the U.S. Military Selective Service Act, during the person's period of eligibility (ages 18 through 25). Additionally, if currently employed by the State, this law prohibits the promotion of such person. You may be required to provide documentation.

HOW TO APPLY

Candidates should include a cover letter describing relevant experiences and interest in this position and curriculum vitae/resume. Please include names, titles, and contact information for five (5) professional references. To assure full consideration, application materials should be received by September 6, 2022, and the applicant portal will remain open until the hiring process is completed. Click here to apply: <https://theapplicantmanager.com/jobs?pos=t9114>

Please send questions or nominations regarding this search to: FAMUSearch@CarrSportsConsulting.com

Compensation is competitive and will be commensurate with experience and qualifications.

Reasonable Accommodation

If you require a reasonable accommodation pursuant to the Americans with Disabilities Amendment Act (ADAA), please contact the Office of Equal Opportunity Programs at (850) 599-3076 at least ten (10) days prior to the start of the event. If you are hearing or speech impaired, please contact the University by calling TDD via FRS (800) 955-8771.

Equal Opportunity/Access

Florida A&M University is an Equal Opportunity Employer including minorities, women, Veterans' and individuals with disabilities.



For 25 years CarrSports Consulting, LLC has been nationally recognized for its integrity, expertise, and creativity in providing highly effective executive search and consulting services across all levels of collegiate sports.

