



**Virginia Union University  
1500 N. Lombardy Street  
Richmond, VA 23220**

**Vacancy Announcement  
Director of Compliance  
Division of Athletics**

The Director of Compliance is responsible for the overall administration of the development, implementation and monitoring of all systems designed to ensure compliance with the NCAA, CIAA and University rules.

**General Description and Responsibilities:**

- Directs all aspects of the NCAA compliance program.
- Develops policies and procedures to monitor and ensure compliance with the university, NCAA, and conference rules and regulations in the areas of recruiting, financial aid, amateurism, and initial eligibility.
- Ensures all student-athletes are eligible to participate in the intercollegiate athletics programs. Work with the NCAA Initial Eligibility Clearinghouse in processing eligibility requirements.
- Coordination and submission of the federal graduation report and the NCAA Graduation Success Rate (GSR).
- Trains staff in the operations of the Compliance Office and their responsibility and accountability to the university, CIAA, and NCAA. Provides on-going training and education to university staff and athletes regarding compliance issues.
- Collects, organizes, and submits Academic Performance Program (specifically APR), NCAA Demographics report and graduation rate information to the NCAA. Provides updates and reports to coaches and administration.
- Assists in the coordination of athletic academic certification.
- Develops and conducts rules education programs. Interprets NCAA rules and pursues waivers and appeals. Investigates and submits violations to the conference office and/or NCAA.

- Develops and maintains NCAA Division II Compliance and Recruitment Manual. Updates the rules education information and compliance forms on the compliance website. Generates and maintains all compliance forms.
- Serves as the liaison to the Registrar, Faculty Athletic Representative, and Financial Aid and Student Affairs offices.
- Ensures the compliance of all university athletics programs with NCAA rules and regulations governing financial aid to student-athletes.
- Monitors all financial aid awarded to student-athletes with assistance from the financial aid office with NCAA squad lists. Compiles and obtains signatures on NCAA eligibility certification forms and squad lists.
- Oversees the National Letter of Intent Program to include the development of all scholarship agreements and tracking NCAA individual and team grant-in-aid limits.
- Oversees the evaluation and articulation of transcripts in the recruiting process in relation to transfer eligibility. Monitors official recruiting visits, camps/clinics and NCAA complimentary admissions.
- Collects and monitors all NCAA required paperwork during annual sport specific pre-season team meetings. Serves on the CIAA and NCAA Certification Committees as applicable. Attends seminars, conferences, and other professional development opportunities.
- Complies with all University, CIAA regulations, as applicable, as well as all NCAA rules and regulations. Remain current with all changes in NCAA, as well as changes to University and CIAA rules and regulations, requirement for self-reporting any possible rule violations.
- Responsible for maintenance of Compliance Assistant software program.
- Serve as chair for the campus NCAA Compliance Committee.
- Performs other job-related duties as assigned.

**Qualifications:**

- Bachelor's degree, Master's preferred.
- Three years of experience within an Intercollegiate Athletics Compliance program.
- Excellent oral and written communication, interpersonal skills and computer knowledge.
- Skilled in computer use of word-processing and data-base software.
- Ability to work independently with a diverse population and under pressure.
- Ability to work a flexible and varying schedule.
- Ability to perform the essential duties of the position with or without accommodation.

**Salary:** Commensurate with experience

**Applications Deadline:**

Review of candidate materials will begin immediately and will remain open until filled. Applications should include a resume with three references and a cover letter and should be attached after your application has been submitted online (you will be prompted to do so) or submit your materials to [resumes@vuu.edu](mailto:resumes@vuu.edu). Please call (804) 257-5721 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants with regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

**For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>**

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