**POSITION DESCRIPTION**

**Department:** Athletics  
**Classification Title:** Administrative Analyst/ Specialist Non-Exempt I  
**Working Title:** Compliance Coordinator  
**FLSA Status:** ☑ Non-Exempt  ☐ Exempt

**Incumbent:***

**Position Summary**

The Department of Intercollegiate Athletics sponsors 21 sports at the NCAA Division I level. All sports compete in the Big West Conference except Football (Big Sky Conference), Wrestling and Men’s Swimming (PAC-12) and Women’s Swimming (MPSF). Women’s NCAA Division I sports programs are: basketball, volleyball, soccer, softball, cross country, indoor track and field, outdoor track and field, swimming and diving, tennis, golf and beach volleyball. Men’s NCAA Division I sports programs are: football, basketball, baseball, cross country, golf, swimming and diving, tennis, outdoor track and field, soccer, and wrestling.

Under general direction, this position performs a variety of administrative and technical duties requiring knowledge of methods and procedures to provide support for all aspects of compliance for an NCAA Division I Athletics program. Responsibilities include applying and monitoring policies and procedures to ensure department and university compliance with NCAA and Conference rules and regulations and to evaluate department issues for compliance (e.g. Title IX).

**Duties and Responsibilities**

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

**Essential Job Functions**

1. Explain the intricacies of NCAA, Conference, Cal Poly and CSU systems to coaches and students to ensure understanding on how these systems interact and coincide with internal campus policies and procedures and the impact on NCAA eligibility.
2. Coordinate with coaches and financial aid office the awarding of athletic scholarships along with monitoring team limits/counters according to NCAA rules.
3. Issue and monitor NLI awards
4. Evaluate transcripts, calculate GPA, and assess test scores of prospects for NCAA and CSU/Cal Poly requirements.
5. Act as liaison between coaches, student-athletes, admissions office, registrar’s office and NCAA Eligibility Center to ensure timely distribution of eligibility information.
6. Assist in coordination of student-athlete NCAA eligibility and providing this information to the campus as needed.
7. Maintain NCAA Eligibility Center Institutional Request list (IRL).
8. Generate Initial Eligibility Waivers.
9. Help to maintain team rosters and squad lists with distribution to coaches.
10. Manage NCAA Compliance Assistance (CAi).
11. Help administer team meetings – approximately 30 plus team meetings at beginning of year to provide extensive overview of NCAA, Big West, and Cal Poly rules and regulations and academic eligibility.
12. Monitor coaches reporting through Jumpforward – CARA logs, contact, evaluation, telephone logs and team calendars.
13. Coordinate approval and processing of official visits through Jumpforward.
14. Coordinate and monitor playing and practice seasons (including declaration of season).
15. Provide and monitor transfer tracers and permission to speak letters.
16. Monitor complimentary admissions and outside income forms.
17. Monitor summer conditioning and voluntary activities.
18. Work closely with Assistant/ Associate Athletic Director of Compliance and FAR with investigations of potential rule violations.
19. Research and provide interpretations of NCAA, Big West, Big Sky, Pac-12, MPSF rules to coaches, student-athletes and staff.

Related Job Functions  As Needed  10%
1. Perform other job-related duties and special projects as assigned
2. Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions

Required Education, Experience, and Credentials

Education and Experience:
- Equivalent to graduation from a four-year college or university. One year of technical or administrative experience. A graduate degree in a related field may be substituted for one year of the required experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Licenses, Certificates, Credentials:
- Possession of a valid driver’s license or the ability to obtain by date of hire

Required Skills, Knowledge, and Abilities
1. Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
2. Ability to analyze financial aid data and make accurate projections using business mathematics to ensure NCAA financial aid requirements are adhered to.
3. Skill in research, development and evaluation of policies and programs, including the collection, evaluation and interpretation of data to develop sound conclusions and make appropriate recommendations.
4. Ability to investigate and analyze problems with a broad administrative impact and implications. Ability to anticipate problems and address the proactively.
5. Demonstrated ability to effectively interpret, organize and present information and ideas in written or presentation form.
6. Ability to learn, interpret and apply a wide variety of policies and procedures relating to and impacting all aspects of compliance for an NCAA Division I Athletics program. Ability to train others on new skills and procedures and provide leas work direction.
7. Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
8. Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
9. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
10. Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
11. Thorough knowledge of English grammar, spelling and punctuation.
12. Ability to interpret, communicate and apply policies and procedures.
13. Demonstrated ability to maintain a high degree of confidentiality.
14. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
15. Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
16. Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

Preferred Skills and Experience

- Demonstrated knowledge and experience working with an NCAA Division I Athletics program.
- Demonstrated knowledge of NCAA rules as applicable to all aspects of an Athletics compliance program.
- Working knowledge of Jumpfoward software.
- Demonstrated knowledge of NCAA rules and experience working with NCAA Division I Financial Aid.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

Special Conditions

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- 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 requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

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SUPERVISOR: I certify that all statements on this form are complete and accurate.

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DEAN/DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

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