POSITION DESCRIPTION

POSITION: Compliance Officer

LOCATION: Knight Campus/Flanagan Campus

REPORTS TO: Director of Athletics / Physical Education / Recreation

GRADE: PSA 10

SUPERVISES: Student Employees, Part-time Staff

BASIC FUNCTION:

Responsible for monitoring compliance for NJCAA rules and regulations, including the following areas: eligibility, financial aid, recruiting, rules education and interpretation. Provide academic advising to student athletes and ensure progress towards graduation in a timely and systematic manner.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Monitor procedures to ensure compliance with all regulatory bodies, including Title IX and gender equity, and research and provide interpretation of these regulations as necessary.

Conduct comprehensive rules seminars for coaches, staff and students.

Monitor initial and continuous athletic eligibility ensuring continued adherence to NJCAA rules.

Monitor accurate eligibility records, rosters, on-site and nationally.

Monitor financial aid to intercollegiate athletes.

Serve as compliance liaison with the Office of Enrollment Services and Financial Aid.

Maintain regular communications with faculty regarding student progress within the classroom, other non-academic issues, and discuss appropriate intervention.
Provide consistent strategy-based tutoring to student athletes and provide faculty referrals where needed.

Coordinate and monitor SAASP for student athletes as needed.

Assist and encourage students in individual contact with faculty.

As necessary, meet with student athletes on probation, hold weekly meetings with coaches, and be available for additional sessions with any team member.

Perform other duties as designated by the Director of Athletics.

**QUALIFICATIONS:**

Bachelor’s degree in related field required, Master degree preferred. Working knowledge of NJCAA eligibility process required. A knowledge of financial aid, experience using the Banner (computer) system in a college setting preferred. Demonstrated ability to communicate with diverse populations preferred. Must possess the ability to communicate effectively, both verbally and in writing. Ability to organize, coordinate and supervise support staff required. Must possess strong interpersonal skills. Prior compliance experience preferred.

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Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.