

NIAGARA UNIVERSITY
JOB DESCRIPTION

NAME:	TBD
DATE:	MARCH 2022
JOB TITLE:	SENIOR ASSOCIATE ATHLETICS DIRECTOR OF COMPLIANCE AND FACILITIES/SENIOR WOMAN ADMINISTRATOR
FLSA STATUS:	EXEMPT
JOB STATUS:	REGULAR FULL TIME
JOB CLASS:	ADMINISTRATIVE
WORK LOCATION:	GALLAGHER CENTER
TITLE OF IMMEDIATE SUPERVISOR:	DIRECTOR OF ATHLETICS
DEPARTMENT:	ATHLETICS
SECTOR:	PRESIDENT

JOB SUMMARY:

The Senior Associate Athletics Director/SWA is a member of the Athletics senior leadership team with direct responsibility for the department compliance, student-athlete affairs, human resources, facilities, and operations. This position has direct oversight of several of the sports programs and employees, as well as summer camps, and several vendors.

ESSENTIAL DUTIES:

- Assist the Director of Athletics in the execution of the Niagara University athletics strategic plan;
- Serve as the Senior Woman Administrator for Athletics (In compliance with NCAA requirements see: <http://www.ncaa.org/about/resources/inclusion/senior-woman-administrators>)
- Analyze NCAA rules and regulations governing member institutions as well as University instructional policies, develops specific procedures, and guide the implementation of these to ensure University compliance;
- Evaluate and audit NU Athletics compliance responsibilities and systems. Audits are used to determine the department has necessary checks and balances as well as administrative oversight to identify problems and maintain an atmosphere of compliance;
- Systemically maintain and review compliance documents to ensure accuracy in all compliance areas, including eligibility certification, recruiting activities, financial aid, practice and competitions, staff size, and permissible benefits and awards;

SENIOR ASSOCIATE ATHLETICS DIRECTOR INTERNAL OPERATIONS

- Oversee the Student-Athlete Development program, including Name, Image, and Likeness as well as several training programs throughout the year.
- Responsible for researching, developing, writing, updating, and keeping a current compliance policy and procedure manual on file for use;
- Educate coaches on NCAA rules and compliance issues;
- Maintain squad lists and verify academic progress;
- Maintain recruiting lists and coordinate the National Letter of Intent program;
- Responsible for review and adjudication of alleged violations of the athletes' Code of Conduct;
- Verify adherence to recruiting policies and procedures;
- Serve as liaison for athletics with admissions, financial aid, and each college;
- Manage athletics aid budgets and approve summer aid requests;
- Administer NCAA Special Assistance Fund and Student-Athlete Opportunity Fund;
- Collaborate with University Facilities to manage and maintain all athletic facilities: Gallagher Center, Dwyer Ice Rink, Niagara Field, Bobo Field, and the Kiernan Center;
- Develop and execute plans for all game and event operations including but not limited to men's and women's basketball and men's ice hockey games;
- Maintain the highest levels of integrity and adherence to all NCAA, MAAC, Atlantic Hockey Association, and Niagara University rules and regulations.
- Serve as sports administrator for assigned programs.
- Investigate potential NCAA violations by communicating with the Director of Athletics, Faculty Athletics representatives, University General Counsel, and any external counsel assigned by the university.
- Maintain confidentiality of information (including but not limited to: student and employee personal information, student grades, etc.), both during and after their employment with the University. Any question regarding the confidentiality of material should be referred to the supervisor. Any violation shall subject the employee to disciplinary action, up to and including termination of employment.
- Perform other duties as assigned.

SENIOR ASSOCIATE ATHLETICS DIRECTOR INTERNAL OPERATIONS

GENERAL DESCRIPTION:

% of Time

- 50% Conduct all compliance operations for the Athletics Department; educate coaches on NCAA rules and compliances; verify adherence to recruiting policies and procedures. Manage athletics aid budget. Autonomy with regards to compliance operations within the athletics department.
- 20% Manage athletics facilities and game operations.
- 15% Provide oversight for sports programs and Student-Athlete Affairs program. Provide game management oversight. Supervise and evaluate the performance of head coaches for assigned programs.
- 5% Gather data, prepare information, and submit reports required by the U.S. Department of Education, NCAA, and MAAC.
- 5% Manage operations of all department human resources functions.
- 5% Train new staff and coaches on compliance office policy and procedures.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Strong interpersonal, written, and oral communication skills.
2. Knowledge of NCAA rules, education, and training.
3. Demonstrated ability to work and communicate effectively with student-athletes, coaches, staff, and campus constituents.
4. High level of organizational skills including an ability to work under pressure while handling multiple requests and tasks under deadline
5. Ability to drive a personal or university vehicle for the purpose of university business on a regular basis.
6. Ability to work non-traditional business hours including evenings, weekends, and holidays when necessary.

SENIOR ASSOCIATE ATHLETICS DIRECTOR INTERNAL OPERATIONS

ERGONOMIC REQUIREMENTS:

The functions of the position are usually performed sitting but may require some amount of time standing. Some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying and other movements may be required. Tasks involving working on a computer keyboard, computer software applications, calculator, cutting, labeling, and taping involve the extensive wrist and hand movement. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others.

QUALIFICATION STANDARDS

1. Bachelor's degree in a related field is required, Master's degree is preferred.
2. A minimum of three years of work experience in collegiate athletics with a minimum of one year of experience in athletics administration is preferred.
3. A valid New York State driver's license is required that satisfies both University and insurance company underwriting rules and regulations for driving a motor vehicle. Must also be able to operate a motor vehicle in Canada

THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN OR COMBINE POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE.

Employee Signature

Date

Supervisor Signature

Date