

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Compliance Coordinator
Athletics
Regular Full-Time Position
Position Number 320000**

General Description

The Compliance Coordinator is under general supervision reporting to the Director of Athletics and is responsible for providing leadership and program development for all athletics rules compliance issues.

Primary Duties and Responsibilities

- Develop and direct a comprehensive program for educating, monitoring, reporting and complying with all NCAA, Ohio Valley Conference, Pioneer Football League, TBR and University rules and regulations.
- Act as liaison with the NCAA, Ohio Valley Conference, PFL, Financial Aid and Registrar's offices for compliance and scholarship issues.
- Interpret or secure interpretations for compliance with NCAA, PFL and OVC rules and procedures.
- Serve as Manager of NCAA Compliance Software and NCAA Initial-Eligibility Clearinghouse.
- Work closely with faculty representative in certification of eligibility and rules compliance issues.
- Administer and oversee recruiting activities, Athletics Grants-in-Aid programs, eligibility certification for practice and competition, financial aid, NCAA squad lists, National Letters of Intent and reporting of same.
- Develop and produce educational materials: coach and student-athlete compliance handbook, annual NCAA rules brochure for alumni/booster/and the general public.
- Develop compliance records collection, monitor, conduct interviews and report violations.
- Develop, implement and monitor NCAA Needy Student Assistance Fund.
- Develop, implement and monitor NCAA Employment Program for Student Athletes.
- Compile, review and submit requests for eligibility waivers and other requests for waivers and appeals related to NCAA rules.
- Serve on various search committees for athletics staff and coaches.
- Attend annual NCAA Compliance seminar and provide continuous updates for compliance with rules and procedures.
- Assist Director of Athletics in monitoring and executing contract scheduling for sports.
- Coordinate Hall of Fame Induction ceremony and serve on Hall of Fame Selection committee.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, NCAA Compliance Software, NCAA internet programs, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.

Essential Functions continued

- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to oversee and coordinate office functions and details essential to the efficient operation of the Athletic Department.
- Ability to accurately prepare records and reports.
- Ability to work evenings during athletic events.
- Ability to plan and coordinate special events.
- Ability to accurately interpret OVC, NCAA and University rules and regulations.

Required Minimum Qualifications

- Bachelor's degree.
- Three years of experience in an administrative capacity at an NCAA Division I athletics program.
- Extensive knowledge of NCAA, OVE and University regulations and compliance issues.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Experience in developing monitoring/reporting systems.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS