

Deputy Director, Athletics  
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=249825>

Downloaded On: Apr. 1, 2025 5:52pm

Posted Dec. 2, 2024, set to expire May 10, 2025

<b>Job Title</b>	Deputy Director, Athletics
<b>Department</b>	Administration
<b>Institution</b>	Alcorn State University Lorman, Mississippi
<b>Date Posted</b>	Dec. 2, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Athletics
<b>Job Website</b>	<a href="https://jobopps.alcorn.edu/postings/7430">https://jobopps.alcorn.edu/postings/7430</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Job Summary

The incumbent oversees all aspects of NCAA compliance, ensuring adherence to NCAA, SWAC, and university regulations

### Knowledge Skills and Abilities

- Knowledge of NCAA rules and regulations and a proven record of accomplishment of managing compliance programs
- Strong leadership and decision-making skills with a focus on integrity and ethical decision-making
- Skilled in the management of Title IX compliance and ensuring gender equity in athletics setting
- Excellent communication skills, verbal, written, and interpersonal
- Excellent organizational skills Skilled in the management of internal operations, including

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- budgeting, staff supervision, and facilities management
- Ability to manage multiple priorities and tasks in a fast-paced, dynamic environment Ability to work effectively with diverse groups of people and foster collaboration across different departments.
- Ability to work collaboratively with coaches, staff, student-athletes, and university administration
- Demonstrated commitment to diversity, equity, and inclusion in athletics

### **Essential Job Functions**

- Oversees all aspects of NCAA compliance, ensuring adherence to NCAA, SWAC, and university regulations
- Manages the development, implementation, and monitoring of policies and procedures to ensure compliance with NCAA and conference rules
- Provides guidance and education to coaches, staff, and student-athletes regarding NCAA rules, including recruiting, amateurism, eligibility, financial aid, and playing and practice seasons
- Investigates and resolves potential violations, ensuring timely and accurate reporting to the NCAA and conference office
- Conducts compliance audits and assessments to monitor adherence to all policies and regulations
- Serves as the primary athletics representative in matters related to Title IX compliance, ensuring gender equity in all aspects of the athletics program
- Collaborates with the Office of Title IX to monitor and address issues related to gender equity, including resource allocation, participation opportunities, and facilities
- Leads efforts to assess and enhance equity within the department, developing strategic plans to address areas of need
- Provides regular reports to the Athletic Director and university administration on the status of Title IX compliance.

### **Qualifications**

Five (5) years' progressively responsible experience in NCAA compliance, athletics administration, or a related field, preferably at the Division I level

### **Licensing and Certifications**

- Ability to sit at a workstation for extended periods
- Occasional ability to lift, carry and put away items weighing up to 25 pounds

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- Normal physical mobility, which includes movement from place to place on the job, taking distance and speed into account
- Normal physical agility, which includes ability to maneuver body while in place
- Normal physical strength to handle routine office materials and tools
- Normal dexterity of hands and fingers
- Normal coordination, including eye-hand, hand-foot
- Normal endurance

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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