



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE: Compliance Officer

LOCATION: Knight Campus/Flanagan Campus

REPORTS TO: Director of Athletics/Physical Education/Recreation

GRADE: PSA 12

SUPERVISES: student employees, part-time staff

JOB SUMMARY: Responsible for coordinating all aspects of a comprehensive rules and compliance program, with responsibility 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. Assists with administration of varsity sports.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Develop and implement activities and educational materials that will serve to ensure compliance with NJCAA regulations. Maintain and update the institution's compliance policy.

Assist with team administration, including, but not limit to, scheduling, game contracts, budgets and fundraising, transportation, recruit and oversee assignment of game table personnel, ordering equipment, home game day on-site management and coach evaluations.

Serve as a resource to student-athletes, coaches, staff and College community regarding NJCAA rules.

Monitor recruitment activities, certification of eligibility, and financial aid procedures. Monitor recruiting, roster, playing and practice season documents.

Conduct compliance rules review seminars.

Act as the official representative of the College at conferences and institutional and NJCAA meetings as requested.

Interact with various campus constituents in implementing the compliance program.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

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

Conduct comprehensive rules seminars for coaches, staff and student athletes.

Monitor and audit staff and coaches, and coordinate the certification of coaches and student athletes, thereby ensuring initial and continuing athletic eligibility.

Monitor financial aid for intercollegiate athletes.

Maintain accurate squad lists and other NJCAA and conference records.

Coordinate and monitor student athletes' academic support as needed.

Assist and encourage students with 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.

Serve as compliance liaison with Offices of Admissions, Financial Aid and Registrar.

Serve on College committees as requested.

Demonstrate a commitment to the philosophy and mission of a comprehensive community college.

Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.

Perform other duties as assigned.

QUALIFICATIONS:

Bachelor's degree in related field required, Master degree preferred. Working knowledge of NJCAA eligibility process required. Knowledge of financial aid and 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.

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ehcanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:
<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>

ATHLETICS501584.jd
Rev 112017