

Virginia University of Lynchburg is seeking a trustworthy, dedicated and detail-oriented Athletic Compliance Officer/Athletic Assistant to join our team. The Athletic Compliance Officer/Assistant will be responsible for ensuring that our organization adheres to NCCAA regulatory standards and internal policies. This role is crucial in athletic operations as well as maintaining the integrity of our operations and fostering a culture of compliance throughout the university. The ideal candidate will possess strong analytical skills, excellent communication abilities, and a commitment to educating staff on compliance matters. Please send resume and references to Athletic Director, Tim Newman, tnewman1@vul.edu

Compliance Duties

- Responsible for knowledge of the NCCAA policies and procedures
- Determine eligibility of all student-athletes
- Conduct transcript evaluations for recruits
- Complete and submit all required NCCAA forms (Eligibility, Declarations of Intent, etc)
- Collect all Official transcripts for all student-athletes
- Complete tracers for transferring students
- Make sure all sports are in compliance with NCCAA policies and procedures (Schedule limitations, practice start date, etc)

Athletic Assistant Duties

- Coordination of football team travel logistics (Itinerary, Buses, Hotel Accommodations, Team Meals)
- Assist basketball with team travel
- Act as point of contact for opposing football teams
- Assist in securing practice field(s) for football
- Assist Athletic Director/Head Football Coach with duties assigned (Academic reports, financial reports, etc)
- Submitting NCCAA All conference football nominations
- Assist in completing and submitting EADA Survey
- Handle ticketing for all away football games
- Distribute credentials for football games
- Assist with game-day operations
- Create Team Rosters and depth charts
- Sending out rosters and depth charts to opposing teams
- Responsible for uploading team schedules to NCCAA website
- Create stat file for home contest for all sports
- Oversee stat uploading
- Supervisor for work study students
- Athletic Liaison to admissions, financial aid, student accounts, etc

- Assist in Day-to-day operation of the football program
- Assist in maintaining the athletic website
- Communicate with coaches and players of any meetings, schedules, changes, or any other important athletic information
- Assist with home basketball contests
- Assist Athletic Director with other sports programs
- Keep file of all game contracts
- Submit invoices and requisitions to business office for payment