



Assistant/Associate Athletic Director for Compliance and Student-Athlete Services

Kentucky Wesleyan College, a private, liberal arts college with a long-standing reputation for quality and academic excellence, is seeking applications for a full-time Assistant/Associate Athletic Director for Compliance and Student-Athlete Services to join our campus community. The designation as Assistant or Associate Athletic Director will be based on relevant experience and past roles.

Major Responsibilities

- Develop and direct a comprehensive athletics compliance program for educating, monitoring, reporting, and complying with all NCAA, Conference, and College rules and regulations.
- Develop and direct student-athlete support services to include academics, life skills and student-athlete development in coordination with campus efforts to enhance the student-athlete experience.
- Monitor all student-athlete name, image, and likeness (NIL) and recruiting activities for all sports.
- Evaluate and monitor the eligibility status of prospective and current student-athletes.
- Coordinate the College and National Letter of Intent program for student-athletes.
- Lead efforts in completing all NCAA, Conference, and College forms and reports while maintaining records for the compliance area as well as updating department handbooks as needed.
- Serve as the point person for investigating potential rules violations and reporting as needed.
- Design and conduct compliance education for coaches, staff, donors, and other populations.
- Work with the Student Success Center to implement appropriate academic support initiatives.
- Work as the department liaison to various campus offices, including Admissions, Financial Aid, Student Services, and the Registrar.
- Designation as the Senior Woman Administrator if qualified to fill that role.

Qualifications

- Bachelor's degree in a related field. Master's degree preferred.
- Two or more years of progressive experience in a collegiate compliance operation, preferably in an NCAA Division II setting, and a demonstrated knowledge of NCAA Division II rules and regulations.
- Working knowledge of standard computer software systems such as MS Office Suite, etc.
- Experience using NCAA compliance-related programs such as ARMS, Compliance Assistant, LSDBi, NCAA Eligibility Center, and NCAA Transfer Portal.
- Excellent organizational skills with strong attention to detail with the ability to handle multiple priorities and complex tasks simultaneously.
- Strong communication and interpersonal skills with the ability to communicate effectively and in a warm, professional manner.
- Ability to work weekends and evenings as needed and to maintain confidentiality.

Employee Benefits

This full-time position has access to a full range of employee benefits, including health, dental, vision, and life insurance; retirement plans; a generous benefit time program; and tuition benefits. Due to the college's not-for-profit status, employees of Kentucky Wesleyan may be able to receive loan forgiveness under the Public Service Loan Forgiveness Program of the US Department of Education.

Application Process

To apply, complete the online application at <https://kwc.edu/application-for-employment/>. To ensure full consideration, qualified candidates should submit a cover letter, current resume, and complete contact information for three professional references in a single PDF file along with completing the online application.

Review of application materials will begin July 6 and will continue until the position is filled.

An official transcript for the highest degree awarded will be required of the hired candidate, as will a background check. Incoming employees must be fully vaccinated against COVID-19 unless a reasonable accommodation for medical or religious reasons is requested and approved. The College will not sponsor applicants for work visas.

Kentucky Wesleyan College is an equal opportunity employer. The administration, faculty, and staff are committed to attracting qualified candidates from underrepresented groups.

Additional Information

About Kentucky Wesleyan College

Kentucky Wesleyan College is a private, four-year liberal arts institution located in the vibrant city of Owensboro. A United Methodist-related college founded in 1858, Wesleyan is known for excellence in academics and a superior residential experience. Kentucky Wesleyan earned a #8 ranking in 2017 from U.S. News & World Report as a Best Regional College in the South, along

with a #3 ranking in the South in the category of “Great Schools, Great Prices,” which measures academic quality compared to cost of attendance.

Kentucky Wesleyan students can choose from 29 majors and 13 pre-professional programs. Classes have a 12-to-1 student-faculty ratio, and 88 percent of the faculty have a Ph.D. or terminal degree. The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees.

The College employs approximately 200 faculty and staff who work together on a single campus. Kentucky Wesleyan provides a challenging and supportive academic experience for students as well as a positive and stimulating work environment for employees.

A hallmark of the Kentucky Wesleyan experience includes “The Wesleyan Way,” beliefs which guide the entire college community:

- We do everything with honor.
- We always support each other.
- We will compete with integrity.
- We love each other in Christ.

The Kentucky Wesleyan Panthers compete in NCAA Division II and are charter members of the Great Midwest Athletic Conference comprising teams from Ohio, Michigan, Kentucky, and Tennessee. Athletic teams include baseball, basketball, bowling, cross country, football, golf, soccer, softball, tennis, track and field, volleyball, and wrestling.

Kentucky Wesleyan College values the unique contributions of all members of our campus community. As part of our mission to prepare future leaders intellectually, spiritually, and physically, we strive to provide an atmosphere that encourages and challenges all members of the Kentucky Wesleyan College campus community to exhibit an understanding and appreciation of cultural and human differences. We are committed to being a community that reflects the diversity of our larger society. We expect all members of our institution to actively create and maintain an inclusive learning and living environment that embraces diversity in all forms, including race, ethnicity, gender, gender identity, socio-economic status, national origin, sexual orientation, disability, religion, and thought.

About Owensboro, KY

Kentucky Wesleyan College is located in the hospitable city of Owensboro, Kentucky, a vibrant, beautiful, and safe city nestled on the banks of the Ohio River. Owensboro is small enough to promote a hometown atmosphere yet large enough to support many amenities usually only available in much larger cities. Daviess County is home to 110,000 residents and is easily accessible from metropolitan locations such as Louisville, KY; Nashville, TN; and St. Louis, MO.

Owensboro’s revitalized downtown area features a state-of-the-art convention center, several new hotels and a range of entertainment options with unique restaurants and shops. Twenty-five parks, totaling 953 acres, encircle the city, which hosts over 20 annual festivals – attracting visitors from throughout the region.

Suggested Websites

Additional information about Kentucky Wesleyan College, the Panthers, and the Owensboro community may be found at:

- <https://www.kwc.edu/>
- <http://www.kwcpanters.com/>
- <http://www.owensboro.org/>
- <https://edc.owensboro.com/>
- <https://visitowensboro.com/>