



Assistant Athletic Director for NCAA Compliance and Student-Athlete Services

Kentucky Wesleyan College, a private, liberal arts college with a long-standing reputation for quality and academic excellence, is actively seeking applications for a full-time an Assistant Athletic Director for NCAA Compliance and Student-Athlete Services.

Major Responsibilities

- Monitoring student-athlete recruiting activities for all sports.
- Evaluating and monitoring the eligibility status of prospective and current student-athletes.
- Coordinating the College and National Letter of Intent program for student-athletes.
- Completing all NCAA, Conference, and College compliance forms and reports and maintaining records for the compliance area.
- Serving as the point person for potential and alleged rules violations.
- Designing and conducting compliance education for coaches, staff, donors, and other populations as needed.
- Working with the Student Success Center to implement appropriate academic support initiatives.
- Working as the department liaison to various campus offices, including Admissions, Financial Aid, Student Services, and the Registrar.

Qualifications

- Bachelor's degree in a related field. Master's degree preferred.
- Three to five 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 computer systems and software such as MS Office, Front Rush, and Jump Forward.
- Experience using NCAA compliance-related programs such as Compliance Assistant, LSDBi, Eligibility Center, and Transfer Portal.
- Excellent organizational skills with acute attention to detail and 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 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; tuition plans; and a generous benefit time program.

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

Please send a cover letter, resume, and the contact information for three professional references to Cindy Sublett in Human Resources at csublett@kwc.edu. Applicants will receive an email confirming receipt of materials. Kentucky Wesleyan College is an equal opportunity employer.

Review of application materials will begin immediately and will continue until the position is filled. An official transcript for the highest degree awarded will be required of the successful candidate, as will a background check. The College will not sponsor applicants for work visas.

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 members of the Great Midwest Athletic Conference. Athletic teams include baseball, basketball, cross country, football, golf, soccer, softball, tennis, track and field, volleyball, and wrestling.

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/>
- <http://edc.owensboro.com>
- <http://www.owensboromls.com/>