

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Assistant Director of Compliance

Department: Athletics

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

Purpose: To oversee the day-to-day operations of athletic compliance to ensure the university is meeting all NCAA, conference and institutional policies and procedures.

Essential Functions:

- Oversee day to day operations of OBU's athletic compliance which will include but will not be limited to:
- Check to make sure all student-athletes meet all NCAA, conference, and institutional eligibility requirements.
- Monitor all CARA activities to ensure student-athletes are meeting all NCAA requirements.
- Monitor all official and unofficial visits by recruits.
- Track and monitor all athletic scholarship budgets.
- Track and monitor all recruiting activities of coaches.
- Educate coaches, student-athletes, staff, faculty, and boosters on all NCAA policies and provides to ensure institutional control.
- Distribute, check, and monitor all beginning of the year forms for all student-athletes.
- Review and determine, in conjunction with the registrar's office, eligibility for all incoming, transfers and continuing student athletes.

Other Duties:

- Assist with game day operations.
- Any other duties assigned by the Sr Associate Athletic Director for Internal Operations or the Director of Athletics.

Required Qualifications:

- Computer skills including word, excel and PowerPoint.

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- Able to lift 25 lb.
- Knowledge of Compliance Assistant.
- Knowledge of ARMS.

Education:

Required: Bachelor's degree

Preferred: Master's degree and or Juris Doctorate.

Experience:

Preferred: 1 year experience working in NCAA compliance office.

Required: previous experience as graduate assistant or part time work in NCAA compliance office.

Special Requirements:

- Must be a member of a local evangelical* Christian church.
*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for "Administrative Applications" on the OBU website at:
<https://www.okbu.edu/hr/jobs.html>

OBU Benefits Summary:

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee's base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by Guide Stone. There are numerous other perks and opportunities for OBU employees including FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at HR@okbu.edu.