VACANCY
at
RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI 38635
Applications are invited for consideration for appointment to the following position:

<table>
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<tr>
<th>TITLE: Athletic Compliance Officer</th>
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<td><strong>DEPARTMENT:</strong> Athletics</td>
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| RANK OR POSITION AND SALARY RANGE: $30,000.00 |

**JOB DESCRIPTION:** Reporting to the Athletic Director, the Athletic Compliance Officer is responsible for monitoring rules and for regulation enforcement in the collegiate athletic department. They revise rules and guidelines as necessary and educate the Athletics Department regarding these changes. They also make sure athletic scholarships are given in accordance with academic and athletic guidelines. The Athletic Compliance Officer will work within the Athletic Department and the College to ensure they are in compliance with National Association for Intercollegiate Athletics (NAIA) policies and regulations. They work with student athletes, athletic administrators, coaching staff, and academic administrators within the college system.

**RESPONSIBILITIES:**
- Maintain compliance of athletic rules and regulations, athletic compliance coordinators will revise these rules as necessary.
- Work with coaches and staff to educate them about NAIA policies and procedures.
- Monitor the recruitment of student athletes from high schools into Rust College’s system.
- Supervise activities leading up to and on game days.
- Complete and submit all necessary eligibility certificates for every sport.
- Investigate violations to policies and procedures, when necessary.
- Report any violations to the appropriate officials and implement any necessary sanctions.

**SKILLS AND KNOWLEDGE:** Good, oral and written communications, excellent organizational skills, and excellent interpersonal skills required. Ability to use personal computer for word processing and standard software packages.

**QUALIFICATIONS:** Bachelor's degree and five (5) years of experience, in athletics and/or compliance; OR Master's degree and three (3) years of experience in athletics and/or compliance. Must have valid U.S. driver's license. Must be at least 21 years of age at time of hire and have an acceptable Motor Vehicle Report as determined by the insurance carrier.
SPECIAL INFORMATION: The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

Persons interested in the above position should submit a resume along with a letter of interest to careers@rustcollege.edu

Angela Williams, HR Manager
Rust College
150 Rust Avenue
Holly Springs, MS 38635

CLOSING DATE FOR RECEIPT OF APPLICATION: POSTING DATE:
Open until a qualified applicant is found 08/ 2021

Rust College is an equal opportunity\affirmative action employer.