ATHLETICS COMPLIANCE INTERN

CONTEXT OF JOB:
The Athletics Compliance Intern, at the University of Delaware is a valued member within the University and Department of Intercollegiate Athletics and Recreation Services (DIARS), upholding and embracing the departmental mission of “Inspiring Greatness Together.”

The Compliance Intern is part of a team that is responsible for implementing a Division I NCAA compliance program for 21 varsity sports and more than 600 student-athletes, athletics department and University staff, representatives of athletics interests and other outside constituencies. Under supervision, the Intern will assist with all areas of education, monitoring, and enforcement of all University, CAA, and NCAA rules and regulations. Specific duties include, but are not limited to, documentation and monitoring of adherence to NCAA rules and regulations, assists in the monitoring of phone calls, contacts and evaluations; Assists with playing and practice seasons including monitoring countable related activity logs, season declaration and other aspects of Bylaw 17; Monitor student-athlete employment. This position will also assist with research and preparation of educational materials for student-athletes, coaches and staff as needed; develop a quarterly newsletter; maintenance of NCAA Compliance Assistance, JumpForward and Teamworks software systems and other duties as assigned.

MAJOR RESPONSIBILITIES:
- Monitor recruiting activities of coaching staff (telephone calls, contact and evaluations)
- Playing and practice season monitoring. Includes initial set up of playing season, monitoring participation minimums and countable related activities (CARA).
- Student-athlete employment education and monitoring.
- Assist with research of rules interpretations for student-athletes, coaches and staff.
- Help develop rules education materials for various constituents.
- Participate in preparation for and delivery of rules education for student-athletes, coaches and DIARS staff.
- Performs other job-related duties as assigned.

QUALIFICATIONS:
- Interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to use independent judgement and to manage and impart confidential information.
- Eager to learn and challenge oneself in a fast paced environment.
REQUIRED FOR APPLICATION:

- Interested applicants should send resume, cover letter, and list of three references along with their official application for this position to jving@udel.edu
- This is a part-time hourly, non-benefitted position. Average hours per week will be 20 hours.

Equal Employment Opportunity

Employment offers will be dependent upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer, which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html