Assistant Athletic Director-Student Athlete Recruitment and NCAA Compliance (full-time, 35 hours/week)
Athletics
Position 101709

Position Summary: The Athletic Department supports the academic mission of the University by providing programs and services to enable students to engage in physical activities as an integral part of the overall educational experience. Opportunities for participation are provided at the intercollegiate, club, recreational and fitness program levels. CUA is a member of the National Collegiate Athletic Association (NCAA) Division III, Landmark Conference, and Old Dominion Conference (football only). As a member of NCAA Division III, the University places the highest priority on the overall quality of the educational experience and the successful completion of the academic programs by student athletes. The Athletic Department seeks to provide programs and leadership to enable CUA to be a model NCAA Division III institution in academic and athletic excellence.

Serve as a member of the senior administrative staff leading all recruiting and compliance efforts for the athletic department. Other athletic administration duties as assigned.

Essential Responsibilities Include: Serve as a Liaison between the Athletic Department and the Office of Admissions. Serve as Academic Liaison for the department, promoting and tracking on retention of student-athletes, in accordance with CAS and Provost Office as appropriate. Educate coaching staff regarding the use of enrollment data and research as well as relevant admissions policies and procedures. Provide recruiting support for coaching staff, especially those who serve on a part-time basis. Work with coaches to develop recruiting data bases and tracking mechanisms. Meet with prospective student-athletes and their families when they visit campus. Represent the athletic department at admissions open houses, recruiting fairs, and Odyssey day. Manage/initiate correspondence with recruits from designated teams. Establish relationships with high school coaches and guidance counselors in key target areas. Ensure compliance with national, local, university, NCAA, Landmark, ODAC, and conference laws, regulations, standards and codes. (Note: The violation of NCAA and conference rules is prohibited and may result in disciplinary action up to and including termination. Other departmental duties as assigned by the Director of Athletics. This may include NCAA compliance and/or student-athlete affairs coordination and oversight.

Minimum Qualifications: A Bachelor’s Degree, and must have two (2) years’ experience working in enrollment management and/or intercollegiate athletics setting. Direct recruiting experience with prospective student-athletes, coaching experience, and experience in a college admissions office a plus. Proficiency in computer software applications: Microsoft Word, Excel, Office.

How to apply: forward application, resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101709 in subject line of email. Applications close on 7/7/16.

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