



Wingate University
Position Description

Position Title: Assistant/Associate Director of Athletics for NCAA Compliance

Wingate, a comprehensive, independent and growing university, serves more than 3,600 students in North Carolina. Founded in 1896, the University offers 35 undergraduate majors as well as graduate and professional programs. Wingate is home to the Cannon College of Arts and Sciences, the Levine College of Health Sciences, the Byrum School of Business, the Thayer School of Education and the School of Sport Sciences. Wingate blends in-class exploration with out-of-class application to deliver an uncommon and life-changing educational experience. Nearly one-in-five Wingate undergraduate students is preparing to be a pharmacist, physician assistant, physical therapist or nurse, and 65 percent of graduate students are enrolled in health sciences. Wingate offers six master's degree programs and three doctoral degree programs. Students are supported by more than 325 endowed scholarships. The University's motto is "Faith, Knowledge, Service." View current news and videos at www.wingate.edu.

Basic Function:

The Assistant/Associate Director of Athletics for NCAA Compliance is responsible for all aspects of NCAA compliance. This position reports to the Vice President and Director of Athletics. This is a 12-month, exempt position located on the Wingate, North Carolina campus.

Primary Duties and Responsibilities:

- Creates and implements procedures that ensure Wingate University's compliance with NCAA rules.
- Maintains a thorough knowledge of NCAA Division II rules and institutional policies.
- Conducts rules education for coaches and staff.
- Oversees the awarding of athletic aid.
- Certifies initial and continuing eligibility of all student-athletes.
- Monitors progress toward degree for student-athletes.
- Maintains close working relationship with the South Atlantic Conference and the NCAA.
- Investigates and reports any NCAA violations.
- Supervises the Assistant Director of Compliance.

Minimum Requirements and Qualifications:

- Bachelor's degree required; Master's degree preferred.
- Must have 5+ years in NCAA compliance, preferably at the NCAA Division II level.

Salaries and benefit packages at Wingate are competitive and commensurate with experience. Please send a letter of interest, resume/CV, and contact information of three references to hr@wingate.edu.

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.