



Wingate University
Open Position Description
Assistant Director of Compliance and Internal Operations

Position Title: Assistant Director of Compliance and Internal Operations

Location: Wingate Main Campus

Founded in 1896, Wingate University is a laboratory of difference-making that serves more than 3,600 students in North Carolina. Wingate offers 36 undergraduate majors as well as six master's and four doctoral programs. The University is home to the Cannon College of Arts and Sciences; the Levine College of Health Sciences; the Byrum School of Business; and the College of Professional Studies, which includes the Thayer School of Education and the School of Sport Sciences. The University's motto is "Faith, Knowledge, Service." Learn more at www.wingate.edu.

Position Summary: The Assistant Director of Compliance and Internal Operations directly supports the Associate Athletic Director for Compliance with daily NCAA compliance tasks. While also overseeing Game Operations, and other Internal Operations functions.

Duties and Responsibilities

- Compliance
 - Review and approve compliance workflows in ARMS including but not limited to
 - Official and unofficial visit requests
 - Off-campus recruiting requests
 - Book Scholarships
 - Athletic Grant in Aid's
 - Review and approve CARA logs; investigate potential CARA violations.
 - Assist with initial eligibility reviews throughout the year.
 - Assist with oversight and management of National Letter of Intent (NLI) program.
 - Assist with review and approval of tryout requests.
 - Any other duties assigned by the Associate Athletic Director for Compliance
- Game Operations
 - Oversight of student workers to work home athletics events
 - Scheduling of athletics facilities via EMS
 - Set up and Breakdown of home athletic events
 - Supervision of Graduate Assistant for Compliance and Game Operations
- Budget
 - Some budget responsibilities as assigned
- All other duties assigned by the athletic director

Qualifications and Experience

- Bachelor's degree required
- Degree in sport management or related field preferred
- Strong interpersonal communication skills
- Minimum of 2 years' experience in athletics or a related business
- Willingness to work nights and weekends

To apply, submit the following to **Human Resources** at careers@wingate.edu.

- 1) letter of interest, 2) resume, and 3) contact information for three references.

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 and its amendments. 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.