



**ATHLETIC CORPORATION
CALIFORNIA STATE UNIVERSITY, FRESNO
Position Description Form**

Employee Name: Vacant Fresno State ID #: _____
 Position Title: Compliance Coordinator (Bylaws 13 & 15) FLSA Status: Non-Exempt
 Department: Athletic Corporation Date Prepared: May 2024

POSITION DESCRIPTION

Overview:

The Compliance Coordinator reports to the Director of Compliance and oversees NCAA bylaw 13 (Recruiting) and 15 (Financial Aid). The Compliance Coordinator will coordinate the compliance education program providing rules education to student-athletes, coaches, athletic department staff, donors, and campus partners. The Compliance Coordinator will also assist in providing rule interpretations, preparing waivers, and violations.

Major duties of the job include:

- Coordinate, develop, and implement a comprehensive NCAA compliance rules education program
- Oversee all facets of NCAA bylaw 13 (Recruiting)
- Monitor all recruiting activities utilizing ARMS software
- Serve as the institutional ARMS software administrator
- Monitor institutional and non-institutional camps and clinics adherence to NCAA and institutional policies
- Administer the National Letter of Intent program
- Oversee all facets of NCAA bylaw 15 (Financial Aid)
- Process Financial Aid renewal, reductions, and cancellations
- Lead efforts to monitor Name, Image, Likeness activities and disclosures
- Assist Director of Name, Image, Likeness Strategy in NIL education
- Process NCAA violations, NCAA waivers, and Student-Athlete Reinstatements
- Process Student-Athlete Assistant Fund requests
- Provide oversight in the areas of Personnel, Recruiting, Financial Aid, Awards & Benefits
- Perform day to day responsibilities monitoring and overseeing NCAA Bylaw 13 (Recruiting), & Bylaw 15 (Financial Aid)
- Other duties as assigned by the Director of Compliance and the Associate Athletics Director of Compliance & Student-Athlete Services
- Serve as the institutional contact for professional agents

Supervisory Responsibility:

| | |
|--|------------------------|
| Who Supervises this Position: | Director of Compliance |
| Who is Responsible for completing the Performance Appraisal: | Director of Compliance |
| What other classifications does this Supervises: | None |

Minimum Requirements: Knowledge, Skills, and Abilities:

- Knowledge of:
 - Basic computer software applications such as Microsoft Word for Windows and Excel
- Ability to:
 - Interpret, apply, and communicate program rules and regulations
 - Function successfully in a fast-paced environment
 - Work a flexible schedule, including some evening and weekend hours
 - Make appropriate independent judgments when applying existing rules, procedures and guidelines in a variety of circumstances

This position description is not an employment agreement or contract. Management has the exclusive right to alter this Position Description. The Athletic Corporation is associated with the University; however, employees of the Corporation are not employees of the University or the State of California.



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- Relate effectively with adult student learners, coaches, staff and faculty from diverse ethnic, cultural and socio-economic backgrounds
- Present clear and concise information both orally and in writing
- Maintain a courteous and professional attitude in stressful situations
- Ability and willingness to support the diversity and equity commitments of the department
- Commitment to academic integrity and compliance with University, conference and NCAA regulations
- A history of regular attendance and positive performance evaluations

Education and Experience:

- A Bachelor’s degree from an accredited four year institution.
- Experience working in a NCAA Division 1 compliance office
- Working knowledge of NCAA Bylaws 13 & 15
- Experience drafting NCAA violations, waivers, and student athlete reinstatements
- Working knowledge of CAi, LSDBi, and Eligibility Center

Preferred Skills & Qualifications:

- Master’s degree or J.D from an accredited university
- Experience working at Division I FBS level
- Previous experience with ARMS compliance software
- Previous experience using PeopleSoft.
- Previous experience using NCAA Compliance Assistant (CAi)
- Experience conducting rules education presentations (planning and/or presenting)

SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:

The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Executive Order 1083](#) as a condition of employment.

SIGNATURES

My signature denotes that I have reviewed the duties, responsibilities, and functions outlined on the position description form and that it is an accurate statement of the duties and responsibilities assigned to this position. The position description is intended to describe the general content and essential requirements for the position and is not an exhaustive statement of duties. Management has the exclusive right to alter this position description.

| Print Name | Signature | Date |
|----------------------------|-----------|------|
| Employee: | | |
| Supervisor: | | |
| Appropriate Administrator: | | |



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Employee Name: _____ Position: Compliance Coordinator
 Department: Athletic Corporation Date Prepared: May 2024

WORKING ENVIRONMENT

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

PHYSICAL EFFORT

| | Number of hours/day | | | | | | Number of hours/day | | | | |
|---|-------------------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| | N/A | 1-2 | 3-4 | 5-6 | 7+ | | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Sitting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 12. Lifting or carrying | | | | | |
| 2. Standing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | A. 10 lbs. or less | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Walking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | B. 11 to 25 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Bending Over | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | C. 26 to 50 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Crawling | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. 51 to 75 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Climbing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E. 76 to 100 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Reaching overhead | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | F. Over 100 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Crouching | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Repetitive use of hands/arms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Kneeling | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Repetitive use of legs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10. Balancing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Eye/hand coordination | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11. Pushing or pulling | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | |
| | | | | | | | | | | | |
| 16. Driving cars, trucks, forklifts and other equipment | | | | | | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | | |
| 17. Being around scientific equipment and machinery | | | | | | | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | | |
| 18. Walking on uneven ground | | | | | | | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | | |

MENTAL EFFORT

| | Number of hours/day | | | | |
|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|
| | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Directing Others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Writing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Using math/calculations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Talking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Working at various tempos | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Concentrating amid distractions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Remembering names | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Remembering details | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Making decisions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10. Working rapidly | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11. Examining/observing details | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 12. Discriminating colors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

ENVIRONMENTAL FACTORS

| | Number of hours/day | | | | |
|---------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Inside | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Outside | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Humid | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Hazards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. High places | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Hot | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Cold | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Dry | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Wet | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Change of temp | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Dirty | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Dusty | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Odors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Noisy | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Working With others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Working around others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Working alone | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |