June 10, 2014  
Alamosa, Colo. - Adams State University has officially begun its search for Associate Athletic Director for Compliance & Eligibility. The official position announcement can be seen below.

Adams State University  
Department of Athletics  
Position Announcement  
Associate Athletic Director for Compliance & Eligibility

Position: Adams State University (NCAA Division II and Rocky Mountain Athletic Conference member) is seeking applications for the position of Associate Athletic Director for Compliance & Eligibility. Adams State University maintains an active compliance and enforcement program, with its primary goal as the continued conduct of a successful intercollegiate athletics program in observance of Conference and NCAA rules and regulations.

Responsibilities
The Associate Athletic Director for Compliance & Eligibility will be responsible for the compliance program of the institution. Under the direction of the Director of Athletics, the Associate Athletic Director for Compliance & Eligibility shall serve as liaison to NCAA Legislative Services, Compliance, and Enforcement. This position will assist with implementation of NCAA Athletics Certification program and shall request interpretations of NCAA rules.

Associate Athletic Director for Compliance & Eligibility shall:
1. Provide annual revision and distribution of the Manual of Policies and Procedures for Intercollegiate Athletics to athletic Department personnel.
2. Distribute compliance rules interpretations, national legislative interpretations, announcements, information, etc.
4. Administration of hardship waiver requests as submitted by the FAR.
5. Review of legislation passed by the NCAA membership.
6. Administers all eligibility forms.
7. Serve as primary contact with NCAA Initial Eligibility Clearinghouse.
8. Administers NCAA Coaches Certification program.
9. Maintains and develops a compliance education program.
10. Serves as liaison to NCAA Legislative Services, Compliance and Enforcement.
11. Serves as liaison to FAR on athletics matters.
12. Shall request interpretations of NCAA rules and shall serve as interpreter of rules and regulations prescribed in the Manual of Policies and Procedures for Intercollegiate Athletics, thus creating a common clearinghouse for such information.
13. Distribute the Legislative Assistance column from the NCAA News to Athletic Department personnel on a regular basis.
14. Certify eligibility of all student-athletes.
16. Submission of hardship waiver requests.
17. Administration of medical absence waiver requests.
18. Administers all eligibility forms.

Located in Alamosa Colorado Adams State is a state-supported primarily undergraduate institution in the San Luis Valley, a rural and agricultural area of south-central Colorado, approximately 3.5 hours from
Denver and 2.5 hours from Santa Fe, New Mexico. The University is designated as a Hispanic Serving Institution and as a regional education provider.

Qualifications: Ability to perform the requirements of the position; Bachelor’s degree required. 2 years NCAA Compliance related experience. Ability to work with a variety of personalities and excellent communication skills required. Knowledge and willingness to learn and then exhibit a strict adherence to NCAA, RMAC, university and department rules and regulations as well as a solid commitment to student achievement in academics. The successful candidate will be a person of high ethical standards and require the same of the student/athletes under their supervision.

Salary: $35-40,000 plus a competitive benefit package. The position is a 12 month at-will appointment beginning July 1, 2014.

Applications: Submit a letter of application, resume and name, address, phone number of three references specific to this position to: (applications are preferred by e-mail)

Larry Mortensen
Director of Athletics
Adams State University
208 Edgemont Blvd.
Alamosa, CO 81101
lsmorten@adams.edu

Deadline: Review of applications will be June 13, 2014 and continue until position is filled
Successful applicant will be required to submit official academic transcripts prior to appointment.
Adams State University is an Equal Opportunity/Affirmative Action employer. Applicants are sought from all qualified persons regardless of race, color, sex and disability and as covered by law, veteran status. In addition, University policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation, marital status and parental status. Adams State University has adopted a policy on background screening for its prospective employees. Offers of employment will be contingent upon the completion of an acceptable background check.
Adams State University is particularly interested in applications from women and minorities.