Job Vacancy Notice

Job Title: Student Athletics Program Coordinator
Job ID: 13413
Location: John Jay College

Regular/Temporary: Regular

POSITION DETAILS

John Jay College of Criminal Justice, a senior college of the City University of New York (CUNY), is an internationally recognized leader in educating for justice, committed to the advancement of justice and just societies. It is a public liberal arts college that enriches the entire learning experience by highlighting themes of justice across the arts, sciences, humanities, and social sciences. Located steps from Lincoln Center at the cultural heart of New York City, the College offers bachelors and masters degrees and participates in the doctoral programs of the Graduate Center of the City University of New York. John Jay College is also recognized for serving a broadly diverse student population. Under the leadership of its fourth president, Jeremy Travis, John Jay College has experienced unprecedented faculty hiring, an expansion of its curricular offerings, and the opening in 2011 of a new 600,000 square foot building complete with a black-box theatre, state-of-the-art lab space for students and faculty, a moot courtroom, and a variety of virtual learning settings.

- Monitor NCAA mandated requirements, including length of playing and practice season, coaches NCAA rules examination, mandatory day off, etc.; ensure that departmental and student-athlete paperwork and office operations are in compliance with NCAA requirements.
- Ensure that the colleges athletics programs governing recruiting, amateurism, awards and benefits, playing and practice seasons, and sports camps and clinics are in compliance with NCAA rules and regulations.
- Develop and conduct NCAA rules educational sessions for coaches, staff, and student-athletes.
- Remain knowledgeable and up-to-date on all NCAA rules and changes to legislation, by representing John Jay College at NCAA mandated events, including the NCAA Regional Rules Seminar.
- Maintain the NCAA on-line compliance system and prepare weekly, seasonal and yearly compliance reports.
- Monitor the satisfactory academic progress of student-athletes and assist all assigned student athletes with academic and career development.
- Provide academic support and counseling for student athletes in assigned sports; work with coaches, academic advisors and other university personnel to facilitate the academic success of student-athletes.
- Assist in monitoring at risk student athletes, including weekly meetings.
- Distribute mid-semester academic progress reports to the faculty to note class attendance and academic progress of student athletes.
- Maintain all active and inactive files on assigned student athletes; assist in data collection and prepare and distribute reports.
- Maintain exemplary relationships with the Office of Academic Advisement, Office of Admissions & Recruiting, Office of Financial Aid, and all faculty; serve as the primary Athletics & Recreation Department liaison to all four aforementioned constituents and lead the Campus Compliance Effort/Team.
- Create and implement a Life Skills Program.
- Other duties as assigned by the Athletic Director

QUALIFICATIONS

Bachelor's degree required

Master's Degree from an accredited college preferred
3-5 years' experience in academic support and compliance related field preferred
Microsoft Office proficiency required, including Microsoft Excel.
Experience in hiring, supervising, and training staff and developing schedules to assure all work and work areas are covered.
Excellent customer and staff relation skills
Strong presentation skills preferred.
CUNY TITLE OVERVIEW

Supports the administration of College athletic programs.

- Assists with compliance programs activities required by the CUNYAC (CUNY Athletic Conference) and external bodies
- Serves student-athletes through providing advising services and enrichment programs
- Organizes student-athlete communications and activities, and other department work such as calendars, materials, reports, handbooks, and compliance manuals
- Performs related duties as assigned.

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

Compensation: $50,568-64,545

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select "Apply Now" and provide the requested information.

CLOSING DATE

September 2, 2015

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.