Assistant NCAA Certification Officer

Job Code 50011000

General Description
The Assistant Athletic Certification Officer is responsible for assisting the Athletic Certification Officer in obtaining, evaluating and documenting the academic credentials in accordance with National Collegiate Athletic Association and Southland Conference eligibility rules for approximately 400+ student athletes.

Examples of Duties
Interact and maintain close working relationship with Athletic Academic Center staff regarding student athlete’s academic progress and notification of potential certification issues/problems.
Interact with designated athletic department and admissions staff, departmental advising centers and/or departmental chairs to maintain information flow regarding student athlete’s academic progress.
Review student athlete class schedules prior to fall, spring and summer semesters to determine total number of hours applicable toward student athlete’s NCAA progress toward requirements.
Evaluate Texas State University documentation for certification purposes, interpreting applicable NCAA academic regulations.
Access the NCAA Clearinghouse to obtain initial eligibility documentation for purposes of certifying eligibility for competition.
Interact with academic advising centers regarding degree requirements and degree audit reports.
Attend the annual NCAA Regional Compliance Seminar and Southland Conference meetings as required.
Provide supervision for student worker.

Knowledge, Skills, and Abilities
Knowledge of: Computer software programs and database formats and NCAA Compliance Assistant; NCAA and Southland Conference rules and regulations relative to continuing eligibility; Texas State University academic policies, procedures and degree requirements; degree audit reports; athletic department deadlines and NCAA policies and time requirements for athletic participation.

Skill in: Preparing clear and accurate documents; establishing rapport and interact with University staff; problem solving and decision making.

Ability to: Interpret complex documents; perform statistical analysis; explain complex NCAA rules; work cohesively with the staff; Assess individual student athlete’s academic needs relative to NCAA progress toward degree requirements.
Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements