NCAA Athletic Certification Officer

Job Code 00001252

General Description
Responsible for obtaining, evaluating and documenting the academic credentials in accordance with NCAA and Southland Conference eligibility rules for student athletes.

Examples of Duties
Maintain and manage all student-athlete eligibility certification documentation.
Interact with Athletic Academic Center regarding academic progress.
Maintain information flow regarding student athlete’s academic progress.
Determine total number of hours applicable toward student athlete’s NCAA progress.
Evaluate documentation for certification purposes.
Interpret NCAA academic regulations.
Access NCAA clearinghouse to obtain initial eligibility documentation.
Interact with Athletic Academic Center regarding degree requirements and degree audit reports.
Monitor and reconcile budgets.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: computer software and database formats, Excel, Word and NCAA Compliance Assistant, NCAA and Southland Conference rules and regulations, academic policies, procedures and degree requirements, university academic policies, athletic department deadlines.

Skill in: preparing reports, forms, evaluating degree plans, analyzing transcripts, establishing rapport.

Ability to: read, understand, and interpret university, Southland Conference and NCAA policies and university documents and reports, perform intermediate math, explain complex NCAA rules and interpretations, articulate and present various NCAA certification issues, evaluate academic credentials, analyze university transcripts and degree audits, assess student athletes’ needs.

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

Reviewed on 5/17