

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ATHLETICS ELIGIBILITY SPECIALIST

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, evaluate, maintain and perform a variety of complex specialized athletic eligibility and compliance duties in participation with collegiate sports. Duties may include analyzing, evaluating, and verifying student academic records to determine student athletic eligibility. Interprets, distributes, and orients student athletes and athletic staff to State and Conference athletic rules, regulations, and requirements. Responsible to verify that all student-athletes participating in California Community College Athletics Association (CCCAA,) sanctioned sports are in compliance with Bylaws.

REPRESENTATIVE DUTIES:

Perform a variety of functions dealing with student-athlete eligibility, student athlete orientation, and adherence to the rules, regulations, and codes established by the CCCAA. *E*

Coordinates with the coaching staff to verify compliance to student-athletic eligibility standards. Provides Athletic Eligibility meetings/orientations to athletes on these issues. *E*

Completes and submits all required reports and forms, as mandated by the CCCAA. Submits reports within the established timelines. *E*

Collects and secures student athlete information, including Form 1's, tracers, field trip waivers, felony disclosure forms, etc. *E*

Compile and distribute sports schedules with campus departments and opposing colleges. *E*

Accesses to and knowledge of student information systems to retrieve class rosters and student academic information to process and maintain athletic eligibility and compliance. *E*

Creates and distributes final eligibility lists to the Dean, Athletic Director, Equipment Manager, and Coaching staff, according to established time lines to assure ability to participate in athletic events. *E*

Maintains a variety of private and confidential records and files related to athletic eligibility and participation, State and Conference championships, sports contests, and awards. *E*

Compile and submit Final report at the end of the competitive season on each sport, to the conference commissioners via the CCCAA website indicating which students competed in a game, meet, or match. *E*

Prepares and inputs athletic priority registration into the student information system. Verifies student athletes have valid education plans. Place and remove athletic holds into data system. *E*

Verify, maintain and process weekly eligibility checks as required by CCCAA. *E*

Compiles and prepares reports to State and National associations governing athletics. *E*

Prepare correspondence providing information, as requested, with regard to the athletic and academic program, including eligibility reports to the conference and state commissioners, weekly athletic eligibility verifications to Division Dean, Athletic Director, and Coaches. *E*

Interprets State and Conference codes, regulations, and reporting requirements. Provides technical and research assistance to coaches on eligibility and codes. *E*

Assist student-athletes, staff, coaches and public with information concerning athletics, student athletic records, and athletic eligibility Constitution and Bylaws by the CCCAA, confidentiality of records. *E*

Evaluate a variety of information submitted by student-athletes to determine eligibility for participation in varsity sports activities. *E*

Sends and receives athletic transfer/tracer requests to/from other colleges and reviews transcripts to verify previous sports participation. *E*

Utilize a variety of internal and external resources and contacts to obtain information related to athletic compliance and eligibility. *E*

Coordinate and communicate with the Athletic Counselor to ensure that eligibility requirements are met specific to academic programing and planning. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Applicable sections of State Education Code and other applicable laws.
- Constitution and Bylaws by the CCCAA, California residency requirements and policies.
- Course analysis and evaluation techniques.
- Rules, policies and regulations related to assigned area.
- District policies related to student record confidentiality.
- District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Operation of a computer terminal and data entry techniques.
Basic math.

ABILITY TO:

Function effectively in a setting with deadlines, heavy workload and constant interruptions.
Analyze and evaluate academic student records from VVC and other colleges for athletic eligibility.
Perform specialized clerical duties related to student-athletic eligibility and compliance.
Read and accurately analyze course descriptions and college transcripts for athletic eligibility.
Explain, apply and interpret rules, regulations and Bylaws regarding CCCAA sanctioned sports.
Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
Use a high degree of tact, diplomacy and discretion in dealing with sensitive and confidential situations and concerned individuals.
Must be able to learn, interpret, explain and apply knowledge of the CCCAA, College District and department rules, regulations, services, and functions, in order to alleviate others of a variety of administrative details.
Required to take and pass the online Athletic Eligibility Compliance Exam annually through CCCAA (by 80% or better.)
Perform data entry and maintain records with strict attention to detail.
Operate a variety of office equipment including a computer terminal.
Add, subtract, multiply and divide quickly and accurately.
Communicate effectively both orally and in writing.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
Work independently.
Meet schedules and time lines.
Maintain records and prepare reports.
Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and completion of two years of college. Increasingly responsible experience in collegiate and AR&R (Admissions, Records & Registration,) may be substituted for the required two years of college. One year of college and one year of athletic programs experience preferred.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is required to perform light lifting; reach and bend at the waist; sit and view a computer monitor for extended periods of time; use hands and fingers to operate a computer keyboard or other office equipment; speak and hear to exchange information. Incumbent may be exposed to dissatisfied or abusive individuals.

Office environment; subject to constant interruptions.