



## **ATHLETICS ELIGIBILITY SPECIALIST**

### **DEFINITION**

Under general supervision, evaluates, maintains and performs a variety of complex and specialized duties supporting eligibility and compliance programs for student athlete participation in collegiate sports; reviews and evaluates student academic records for athletic program eligibility and prepares eligibility lists; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This classification is responsible for independently performing technical duties in support of the District's student athlete eligibility and compliance programs. Positions at this level exercise judgement and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situation arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Performs a variety of functions dealing with student-athlete eligibility, student athlete orientation, and adherence to the rules, regulations, and codes established by the California Community College Athletics Association (CCCAA); interprets, distributes, and orients student athletes and athletic staff to State and Conference athletic rules, regulations, and requirements.
- Analyzes, evaluates, and verifies student academic records to determine student athletic eligibility; evaluates information submitted by student-athletes to determine eligibility for participation in sports activities; verifies student-athletes participating in CCCAA sanctioned sports are in compliance with its Bylaws.
- Coordinates with the coaching staff to verify compliance to student-athletic eligibility standards; coordinates, participates in, and/or conducts Athletics Eligibility meetings and orientations to athletes on these issues.
- Collects and secures student athlete information, such as Form 1's, tracers, field trip waivers, felony disclosure forms, and related documents; completes and submits all required reports and forms, as mandated by the CCCAA within established timelines.
- Accesses student information systems to retrieve class rosters and student academic information to process and maintain athletic eligibility and compliance; maintains a variety of confidential records and files related to athletic eligibility and participation, State and Conference championships, sports contests, and awards.
- Creates and distributes final athlete eligibility lists to the Athletic Director, Equipment Manager, and Coaching staff, according to established time lines to assure students' ability to participate in athletic events.

- Compiles and submits end of the competitive season final reports to the conference commissioners indicating which students competed in a game, meet, or match for each sport; compiles and prepares reports to State and National associations governing athletics.
- Prepares and inputs athletic priority registration into the student information system; verifies student athletes have valid education plans; places and removes athletic holds into data systems; verifies, maintains and processes weekly eligibility checks as required by CCCAA.
- Prepares a variety of correspondence for College management and coaches regarding the College athletics and related academic programs, including, but not limited to, eligibility reports to the conference and state commissioners, and weekly athletic eligibility verifications.
- Interprets State and Conference codes, regulations, and reporting requirements; provides technical and research assistance to coaches on eligibility and codes; assists student-athletes, staff, coaches and the public with information concerning athletics, student athletic records, and athletic eligibility Constitution and Bylaws by the CCCAA, confidentiality of records.
- Sends and receives athletic transfer/tracer requests to/from other colleges and reviews transcripts to verify previous sports participation.
- Compiles and distributes sports schedules throughout campus departments and opposing colleges.
- Coordinates and communicates with counselor staff to ensure that eligibility requirements specific to academic programing and planning are met.
- Create and maintain various informational databases related to department programs and services.
- Assist in monitoring budget and expenditures and maintaining financial records; order and maintain office supplies and other materials; maintain current account balances.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other related duties, as assigned.

## **QUALIFICATIONS**

### **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.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- District and department organization, operations, policies, and objectives.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Utilize a variety of internal and external resources and contacts to obtain information related to athletic compliance and eligibility.
- Analyze and evaluate academic student records from the District and other colleges for athletic eligibility.
- Perform specialized technical and clerical duties related to student-athletic eligibility and compliance.
- Read and accurately analyze course descriptions and college transcripts for athletic eligibility.
- Read, interpret, apply and explain complex College, department, CCCAA services, Bylaws, rules, regulations, policies and procedures.
- Maintain records, files, and retrieve data.
- Conduct research on program matters.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing using appropriate English grammar and syntax.
- Work effectively and demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by two (2) years of specialized training or college level coursework in business administration, public administration, or a closely related field.

Experience:

- Two (2) years of technical or administrative experience providing support to a college-level student athletics eligibility and compliance program, student admissions, records and registration office, student services program or a related field.

**Licenses and Certifications:**

- None

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification where standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment and educational campus settings, with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**SPECIAL REQUIREMENTS**

Employees in this classification are required, on an annual basis, to take and pass (by 80% or better) the online California Community College Athletic Association (CCCAA) Athletic Eligibility Compliance Exam.