

BUSINESS MANAGER/COMPLIANCE

The University of Arkansas at Pine Bluff is conducting a search to fill the position of Business Manager/Compliance. The Business Manager/Compliance is responsible for overall development and implementation of the Department of Athletics' compliance provisions with NCAA, Southwestern Athletic Conference (SWAC) rules and regulations; works with the Faculty Athletic Representative in completing all eligibility and certification forms; responsible for the implementation of rules and regulations related to recruiting, admissions, playing and practice seasons; eligibility and financial aid; overseas certification of student-athletes' eligibility and financial aid; coordinates student athletes' eligibility certification with coaches, athletic counselors, the registrar and the SWAC office; responsible for ensuring that departmental certification and eligibility forms are completed and filed as required by the NCAA and SWAC; develops and implements procedures for coaches and staff for rule interpretations; responsible for investigating, follow-up and reporting information to the athletic director, chancellor, conference, and the NCAA on all allegations and violations, and performs other responsibilities as needed. **MINIMUM QUALIFICATIONS:** Bachelor's Degree, Master's Degree preferred, five to seven years of experience as an assistant or associate athletic director of compliance in the FCS Division ; strong interpersonal skills with ability to effectively communicate with a diverse community of students, faculty, coaches, NCAA, administrative, and staff.

Interested individuals must submit an application, resume with the name, address and phone number of three references to:

Personnel Office
University of Arkansas at Pine Bluff
1200 North University Drive, Mail Slot #4942
Pine Bluff, Arkansas 71601

DEADLINE FOR APPLICATION: JUNE 15, 2010

Applications accepted Monday through Friday from 9:00 a.m. to 4:00 p.m.

"UAPB is an Equal Opportunity/Affirmative Action Employer, and full participation by Women and Minority Group is encouraged."