



POSITION DESCRIPTION – Associate Director of Athletics for Compliance and Administration Belhaven University

Belhaven University, a Christ-centered university located in Jackson, MS, is receiving applications for the role of Associate Director of Athletics for Compliance and Administration. The successful candidate will direct a successful, competitive NCAA Division III compliance program along with additional administrative responsibilities. This work will be grounded in discipleship and mentoring, leading student-athletes to compete for championships and to mature as men and women created in the image of God. Belhaven is an NCAA Division III institution sponsoring seventeen sports programs and holding conference membership in the Collegiate Conference of the South (CCS) and the USA South Conference (USAS). Belhaven University is also an active member of the Council for Christian Colleges and Universities (CCCU).

RESPONSIBILITIES: The Associate Director of Athletics reports directly to the Vice President & Director of Athletics and is responsible for all aspects of athletics compliance including administration of NCAA, CCS, and USA South regulations, tracking sport roster recruiting and retention, oversight of rules education and testing, certification of student-athlete eligibility, coordination of practice and playing seasons, the monitoring of PSA campus visits, management of game day operations, and the completion of annual NCAA, conference, and university reports. The Associate Director of Athletics will have direct oversight of assigned sport programs as well as other duties assigned by the supervisor.

REQUIREMENTS: A Bachelor's degree (Master's degree preferred) with a minimum of three-five years of experience in collegiate athletic administration. NCAA compliance experience strongly preferred with NCAA Division III compliance experience a plus. Additionally essential to the role are effective verbal and written communication skills, a demonstrated capacity for organization and accuracy, mature interpersonal abilities in working with student-athletes, parents, departmental and university personnel, and the public.

The candidate must fully support the vision and mission of the University as well as subscribe to its statement of faith (<http://www.belhaven.edu/belhaven/mission.htm>).

The Associate Director of Athletics for Compliance and Administration is a full-time salaried position with competitive compensation. Benefit packages are available to include health, dental and vision insurance as well as retirement.

Interested applicants must make application by submitting one PDF containing each of the following items: 1) Letter of interest, 2) Resume, 3) Reference List with contact information, and 4) A brief, written account (no more than 750 words) of your spiritual pilgrimage, including the time and circumstances surrounding becoming a believer in Christ and insights into your current relationship with Christ. Follow this link to review Belhaven University's Commitment Statement including our employee expectations: http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.pdf Should you receive a job offer you will be asked to sign, accepting this commitment. Only applicants who submit all four items will be considered. Resumes will be accepted until the position is filled and the date of hire is available as early as June 1, 2023. Additional information may be found at www.belhaven.edu. Applications will be received by the Office of the Vice President and Director of Athletics, Belhaven University, 1500 Peachtree Street, Box 171, Jackson, MS 39202, or at slittle@belhaven.edu.

