



Bemidji State University
invite applications for the position of:

Associate Director of Athletics For Compliance

MSUAASF JOB POSTING

OPENING DATE:	November 20, 2023
CLOSING DATE:	Applications will be accepted until the position is filled. Initial review of applications will begin on Wednesday, December 13th , so applications should be submitted by that time for guaranteed consideration.
POSITION LOCATION:	Athletics Department – Bemidji State University Campus
JOB TYPE / SCHEDULE:	Fixed Term Full-time thru June 30, 2024 with possibility of extension / Exempt – Executive
PAY / SALARY RANGE:	Depends on Qualifications; Range D (\$53,148 - \$114,042)

BEMIDJI STATE UNIVERSITY (BSU) invites applicants to join our team as an **Associate Director of Athletics for Compliance**. BSU's vision is to educate people to lead inspired lives. To accomplish BSU's vision, the University prioritizes creating a culture in which diversity is embraced and all people are safe, welcome, and validated. Centered between the three largest Tribal nations in Minnesota – Leech Lake, Red Lake and White Earth – BSU also prioritizes increasing engagement with American Indian communities to become a destination university.

Enrolling more than 4,000 students, BSU offers more than 70 undergraduate majors and nine graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. BSU's [*Shared Fundamental Values*](#) include civic engagement and leadership, international and multicultural understanding, belief in the power of the liberal arts, and environmental stewardship. BSU is located amid the lakes and forests of northern Minnesota and occupies a wooded campus along the shore of Lake Bemidji. BSU balances rigorous academia with the opportunity to enjoy a fun, robust, outdoor culture. The proximity to the lake and the surrounding north woods allows easy access to an assortment of recreation.

The **Associate Director of Athletics for Compliance** will collaborate with the Athletic Director in the management of departmental National Collegiate Athletic Association (NCAA), Northern Sun Intercollegiate Conference (NSIC), Central Collegiate Hockey Association (CCHA), and Western Collegiate Hockey Association (WCHA) compliance, scholarship budgeting, support services, personnel management, and conference representation. Primarily, this position will manage NCAA Division I and II compliance operations while monitoring and enforcing NCAA, NSIC, CCHA, and WCHA rules and policies, student welfare programs, student progress toward degree, gender equity, and Title IX.

Responsibilities of the Associate Director of Athletics for Compliance include:

- Monitoring all aspects of NCAA compliance. Maintaining department compliance data and records in various software systems (ARMS, Compliance Assistant, etc.). Managing ARMS software for the tracking of NCAA compliance including CARA logs, compliance forms, unofficial and official visits, recruiting, etc. Administering NLI program, including production/tracking athletic aid agreements. Interpreting NCAA rules for coaches, student-athletes and parents as needed. Creating, researching, and submitting all student-athlete waivers such as Student-Athlete Reinstatement, Progress Toward Degree, Initial Eligibility, and Legislative Relief. Assisting with NCAA reporting, waivers, violations, etc. Assisting Financial Aid office with scholarship budgeting, awarding of institutional and endowed scholarships, and monitoring equivalencies while serving as the athletic department liaison to the office. Maintaining department scholarship allocation records of the athletic department budgets. Managing data collection and accurate submission of conference and NCAA forms and reports. Developing a comprehensive and continuing NCAA rules education program. Assisting with updating relevant portions of department policies and procedures manual, as well as the student-athlete handbook.
Percent of Time: 65%
- Maintaining effective liaison with members of the University community in order to accomplish the goals of the department within University regulations, including the coordination and oversight of the University Compliance Committee. Providing supervision and management for the internal and some external operations and programs of the Intercollegiate Athletic Department, including personnel management. Assisting with the initiation and coordination of policies to achieve full compliance with gender-equity and Title IX, including participation on the University Title IX committee and potentially serve as Athletics Title IX deputy. Serving as the primary point of contact for student conduct issues and overseeing student-athlete code of conduct processes.
Percent of Time: 20%
- Representing the department at selected conferences. Attending athletic contests to establish rapport with student-athletes outside of office setting.
Percent of Time: 10%
- Other duties as assigned by Director of Athletics.
Percent of Time: 5%

Minimum qualifications for this position include:

- Bachelor's degree from an accredited institution in a related field and two (2) years of experience in NCAA Intercollegiate Athletics compliance or a combination of advanced degree and experience.
- Experience in intercollegiate athletics with demonstrated understanding of NCAA compliance, budget management, recruitment of student-athletes, equity in athletics, etc.
- Demonstrated knowledge and understanding of NCAA and conference rules with ability to thoughtfully assess facts and apply applicable rules to assist coaches, student-athletes, and administrators in a timely manner.
- Computer skills for word processing, database management and spreadsheets. Must have familiarity with NCAA Apps including RSRO, LSDBi, National Letter of Intent (NLI), Compliance Assistant, Academic Portal, and Eligibility Center applications. Preferred familiarity with ARMS compliance software and D2L.
- Demonstrated abilities to supervise and manage staff. Must have strong verbal and written communication skills, as well as interpersonal and organizational skills. Ability to write correspondence in a professional manner. Ability to effectively present information in both one-on-one situations and small group situations to students, parents, faculty, and staff.

- Must be able to manage a fast-paced, high volume office environment in support of 15 intercollegiate sports at both the Division I and Division II levels.
- A demonstrated commitment to the principles of diversity, equity, inclusion, and anti-racism.

Preferred qualifications include:

- Master's degree from an accredited institution in a related field or juris doctor degree.
- Five (5) years of experience in NCAA Intercollegiate Athletics compliance or a combination of advanced degree and experience.

To facilitate the review, assessment, and evaluation process, please ensure that your application and/or resume clearly demonstrate fulfillment of these required and preferred qualifications.

Other considerations:

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Official transcript(s) must be provided to Human Resources upon hire.
- Employment for this position is covered by the collective bargaining agreement for the Minnesota State University Associate of Administrative and Service Faculty (MSUAASF) – [see agreement](#).
- In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MinnState's vehicle use criteria and consent to a motor vehicle records check.
- BSU is a tobacco free workplace ([see policy](#)).

APPLY ONLINE: <https://bemidjistate.peopleadmin.com/>

A complete application will include the following attachments:

- Cover letter, which addresses the required qualifications and your specific interest in working at BSU.
- Resume / Curriculum Vitae.

Inquiries about the position:

Brittany Lauritsen, Director of Athletics

Email: brittany.lauritsen@bemidjistate.edu

If you have general questions about this posting or submitting an application, contact Mary Miller at mary.miller@bemidjistate.edu

All employees must comply with department and institution procedures and policies, MinnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

UNIVERSITY / COMMUNITY

WHY BEMIDJI:

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, just blocks from a thriving downtown community. In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants. Students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information [About BSU](#) visit our website at <http://www.bemidjistate.edu>.

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at [Bemidji 2.0](#)

Other Resources:

- Visit Bemidji – <https://www.visitbemidji.com/>
- 218 Relocate / Greater Bemidji – <https://www.218relocate.com/>
- Bemidji Area Chamber of Commerce – <https://www.bemidji.org/>
- Explore Minnesota – <https://www.exploreminnesota.com/article/top-things-to-do-bemidji>

Statement of Notice

Bemidji State University prohibits discrimination and sexual violence of any kind. Contact the Title IX Coordinator if you have concerns regarding discrimination and/or sexual violence.

Per [Minnesota State System Procedure 1B.3.1](#), all universities and colleges must provide contact information of their Title IX Coordinator.

Megan Zothman, Campus Human Resources Officer & Title IX Coordinator

Email: TitleIX@bemidjistate.edu or Megan.Zothman@BemidjiState.edu

Phone: (218) 755-2502

1500 Birchmont Drive NE, Deputy Hall, Room 335, Bemidji, MN 56601

Bemidji State University is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.
