

ATHLETIC ELIGIBILITY SPECIALIST

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator or manager, performs a variety of duties in the service of student-athletes involved in intercollegiate athletics, such as, coordinating, directing, and implementing the programs and services provided by the department. The incumbent will evaluate, determine, and monitor student-athlete athletic eligibility. The incumbent provides complex administrative support and subject matter expertise (SME) related to the operations, details, and integrity of the student athletic programs.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Evaluates all submitted records, forms, and information to determine student eligibility for participation in the District's athletics programs; compiles, and distributes reports regarding student-athlete eligibility. *
2. Assists coaches, athletic trainers, and students with athletic schedules, travel, facilities, budgets, and athletic eligibility status. *
3. Collects a variety of student records; evaluates class rosters, student academic records, and other information to determine student athletic eligibility; certifies student-athletes for intercollegiate athletic competition. *
4. Creates and distributes eligibility lists and reports to administrator(s) and coaching staff as needed to ensure participation in athletic events. *
5. Collects and maintains confidential records and data related to athletic eligibility and participation, health screenings, state and conference championships, sports contests, and awards. *
6. Collaborates with trainers and coaches regarding student-athlete insurance claims and athletic eligibility. *
7. Maintains a variety of records related to eligibility, mileage, travel, and sports events; monitors budgets for all sports programs. *
8. Creates, prepares, and maintains athletic priority registration lists; verify student-athletes have current, valid education plans on file. *
9. Assists in collaborative processes to ensure the District is in compliance with all California Community Colleges Athletic Association (CCCAA) and conference athletic bylaws. *
10. Assists with the implementation of CCCAA rules on behalf of the athletic department. *
11. Researches and interprets conference, state, and national rules related to athletic eligibility. *
12. Assists with onboarding student-athletes to ensure students are provided with needed training, orientation, and program compliance. *
13. Assists coaches and assigned administrator with athletic department training camps, events, and workshops. *

14. Compiles and publishes sport schedules, rosters, and other information to support external communications and sports information. *
15. Assists the Director of Kinesiology and Athletics in coverage of various athletic events within the department. *
16. Plans, organizes, and coordinates a variety of meetings, workshops, conferences, and special events; secures event locations and arranges setup and catering/refreshments, attends events, greets guests, and serves as a representative of the athletic department. *
17. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
18. Sends and receives requests to and from other colleges.*
19. May provide technical direction to student workers, student assistants, and/or short-term, temporary staff.
20. May serve on a variety of District committees as requested.
21. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS**EDUCATION/EXPERIENCE:**

- Bachelor's degree* in a related discipline; **AND**
- Two (2) years of increasingly responsible work experience in college athletics.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Bachelor's degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- First Aid Certification.
- Cardiopulmonary Resuscitation (CPR) Certification.
- Automated External Defibrillator (AED) Certification.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training, and/or experience.)**Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Athletic program terminology, practices, and procedures.
- Applicable Conference and State Athletic codes, rules, and regulations.
- Processes and procedures to evaluate student-athlete eligibility.
- State and CCCAA bylaws.
- Applicable federal, state, local, and District policies, codes, regulations, technical processes, and procedures related to the assigned program.

- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, methods, and computer equipment, and applications, including word processing, databases, and spreadsheet applications.
- Sufficient math skills to perform statistical record keeping.
- Proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Human relations skill, working productively and cooperatively with others, exercising patience when dealing with internal and external customers, and conveying technical concepts.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures.
- Integrate local, state, and federal laws and regulations.
- Accurately evaluate student-athlete eligibility.
- Perform a wide variety of administrative and clerical support responsibilities with accuracy and speed under general supervision.
- Provide support to a highly visible college and District program requiring tact and discretion.
- Understand, interpret, explain, and apply applicable State and Athletic Conference Codes and District policies, rules, and regulations related to the area of responsibility.
- Understand rules and procedures related to the District's Admissions and Records rules, policies, and procedures.
- Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
- Effectively communicate both verbally and in writing.
- Stay current with laws, regulations and guidelines related to the assignment.
- Learn, interpret, explain, and apply knowledge of the California Commission on Athletics, Conference, and District and department rules, regulations, services, and functions, in order to relieve others of a variety of administrative details.
- Create a variety of statistical reports.
- Import, and export data to and from databases and college information systems.
- Plan, organize, and prioritize work in order to meet schedules and timelines.
- Work productively and cooperatively with others.
- Maintain efficient record-keeping and reporting systems.
- Maintain records accurately and with confidentiality.
- Identify procedural deviations from applicable policies and procedures.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Exercise problem solving and critical thinking skills related to the scope of authority.

- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Pay close attention to detail.
- Use discretion and professionalism in confrontational situations, exercising tact and diplomacy in dealing with sensitive situations.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Independently apply good judgment in making decisions.
- Demonstrate sensitivity to, respect for and an understanding of the diverse staff and students within community colleges.
- Work effectively with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information

or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist. Occasional work is performed outdoors at a variety of athletic venues that may include but not limited to athletic stadiums and fields. Occasional travel may be required for conferences and intercollegiate athletic competitions.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.