

Arizona Christian University
Position Description

Position Title and Position Grade:	Eligibility Coordinator	Date Updated:	8/7/2017
Reports to:	Director of Athletics	Department:	Athletics
Direct Reports (if any):	Director of Athletics	FSLA Status:	
Position Summary: Certify all student-athletes according to NAIA guidelines; support athletics staff with matters of NAIA and GSAC eligibility and certifications; work closely with the FAR and Registrar to ensure proper eligibility procedures are followed; support student-athletes with eligibility education.			
Prerequisite Qualifications:			
<ul style="list-style-type: none"> A. Bachelor's degree B. Attention to detail C. Ability to follow specific processes and ensure completion D. Works independently and manages time appropriately with fluctuating work load E. Effective communication skills 			
Duties, Tasks, Responsibilities (List as many categories as necessary):			
<ul style="list-style-type: none"> A. Knowledge of NAIA and GSAC certification procedures and eligibility guidelines B. Certify student-athletes at appropriate times according to NAIA and GSAC guidelines C. Educate coaches and staff on NAIA eligibility and update on new legislation D. Keep appropriate records in both hard copy and electronically E. Provide support to coaches and staff on all matters relating to eligibility, including transfer tracers, transcript review, and other requests F. Support student-athletes through strategic initiatives for academic success G. Collaborate with other departments on campus to ensure proper tracking of student-athlete academic progress H. Assist in other areas as assigned by athletic director 			
Working Conditions:			
<ul style="list-style-type: none"> A. Frequent communication using phone and computer B. Frequent face to face interaction with student-athletes, coaches, and support staff C. Heavier workloads at key starting points for each season, fluctuating throughout the calendar year D. Detailed transcript analysis both electronically and on hard copy E. Significant document preparation for certifications F. Some travel for conference meetings 			