ATHLETIC ELIGIBILITY CERTIFICATION ANALYST

Definition of Class
This is a non-supervisory position in which the incumbent certifies the student athletes’ eligibility to practice and participate in competition while conforming to University rules and regulations, IHL guidelines, NCAA (National Collegiate Athletic Association) and SEC (Southeastern Conference) guidelines, and monitors progression toward degree objective.

Examples of Work Performed
Verifies that freshmen, transfer, and returning student-athletes are admitted or readmitted in accordance with the requirements published in the University’s Undergraduate Catalog and confirms that each student-athlete is eligible under NCAA and SEC rules to receive athletic related financial aid, to practice, and to compete in intercollegiate athletic events.

Develops a comprehensive knowledge of NCAA and SEC rules and regulations, and other educational materials published by these organizations (i.e. NCAA web page, The NCAA News, etc.).

Identifies and monitors the various student-athlete status groups within the University’s student information system.

Verifies the accuracy of information on squad lists and ensures that supporting documentation is on file (i.e. transcripts, scores, Clearinghouse certifications, etc.).

Reviews the pending eligibility status of prospective freshmen student-athletes with the NCAA Initial Eligibility Clearinghouse. Communicates with the Clearinghouse to resolve disputed documents or calculations.

Coordinates with the Athletic Department’s Eligibility Records Specialists the publication of an admission and eligibility status report for all new recruited student-athletes enrolling for the first time.

Provides preliminary admission and eligibility projections to the Athletic Department’s Student Athlete Services on prospective student-athletes being recruited.

Coordinates with representatives of each dean’s office and other academic departments that student-athletes have satisfied the course, GPA, and percent of degree requirements for continued eligibility (i.e. “progress towards a degree” or “satisfactory progress”).

Provides a comprehensive evaluation of each student-athletes readmission and eligibility status prior to the beginning of each summer session.

Coordinates with the Director of Financial Aid the collection and issuing of documents required to verify the accuracy of non-athletic financial aid (i.e. exemption letters, etc.).

Closely monitors academic and eligibility issues, which have the potential of developing into a rules violation and to advise the Registrar and the institution’s compliance director about matters, which may require investigative efforts to resolve.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Verifies the admission and initial eligibility of freshmen and transfer student-athletes through the NCAA Clearinghouse.
2. Certifies the continuing eligibility of all enrolled student-athletes.
4. Develops a strong knowledge base of NCAA and SEC rules and regulations.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; and sit.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited college or university.
- **Experience:** One (1) year of experience related to the above described duties.

**Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.*

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.