

# GRADUATE ASSISTANT

**POSITION:** ATHLETIC COMPLIANCE AND STUDENT SERVICES  
**SUPERVISING DEPARTMENT:** ATHLETICS

## **Qualifications:**

- Bachelor's degree from an accredited institution
- Strong written and verbal communication skills
- Ability to work independently, be conscientious and reliable, with an aptitude for creative problem solving
- Acceptance into a WOU full-time, approved graduate student program

## **Duties and Responsibilities:**

In accordance with all NCAA, GNAC and institutional policies and procedures, the position of Graduate Assistant for Compliance reports to the Associate AD for Internal Affairs. Typical duties include, but are not limited to:

- Assist with NCAA rules education within the athletic department and campus community.
- Assist with the coordination and implementation of an effective athletic compliance monitoring system. This includes initial and continuing eligibility, financial aid, playing and practice seasons, recruiting, amateurism, and student-athlete well-being.
- Assist with NCAA reporting using Banner and the NCAA Compliance Assistant program.
- Supervise the WOU Student Athlete Advisory Committee.
- Coordinate and monitor WOU student-athlete community engagement activities.

## **Ethical Responsibilities:**

The graduate assistant for compliance, as a member of the Intercollegiate Athletic Department, agrees to represent the University in an honorable and ethical manner to the best of his/her ability. Standards for ethical conduct for athletic department staff are established and enforced by the Athletic Director, Western Oregon University, the State Board of Higher Education, the GNAC and the NCAA.

**Key Cultural Competencies:**

- Create an environment that acknowledges, encourages, and celebrates differences.
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings, with willingness for continual improvement.
- Adhere to all of WOU's policies, including those related to prohibited discrimination and harassment and the professional standards of conduct.

**Hours:**

Typically the Graduate Assistant is expected to work the following hours

- Monday thru Friday, but may have occasional weekend or evening shifts. The workload requirement is 19.6 hours per week (.49 FTE). Shifts may be adjusted in response to periodic need.