

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Department of Intercollegiate Athletics – Compliance Office

Hours to work: 20

Stipend rate: Dependent on program rate

1. Eligible Program Applicants (Applicants must be from one of the following graduate programs):

- HMSLS Graduate Program – Sport Admin

2. Qualifications/preferred skills

- Bachelor's degree required along with acceptance and enrollment in the HMSLS Master's Degree program at BGSU, and remain in good academic standing to maintain position.
- A strong academic background with the ability to work with and help others is necessary. Experience working with college students and diverse groups of people preferred.
- Excellent communication skills, both oral and written
- Organizational skills with the ability to multi-task
- Experience working and communicating with diverse groups of people
- Knowledge of NCAA rules and regulations (can be learned on job)
- Ability to act professionally and keep students' records confidential
- Ability to make decisions and handle conflicts

3. Position Description (primary and secondary responsibilities)

The primary responsibility of this graduate assistantship will be to support the Assistant Athletics Director in the daily operations of the Compliance Office. The individual is responsible for all assigned day-to-day aspects of this intercollegiate athletics support services program. In addition, this position provides support to approximately 450 student-athletes and works primarily under the Assistant Athletics Director for Compliance assisting with any necessary duties and projects

Anticipated Duties, Tasks, and Responsibilities:

Monitoring

- Evaluating required documents to ensure compliance with NCAA, MAC, and University rules
- Reviewing social media and internet sites for rules compliance
- Maintaining compliance databases (CAi, LSDBi, JumpForward, etc.)
- Supervising recruiting activities for coaches, boosters and staff
- Assisting with initial eligibility and continuing eligibility certification

Education

- Assisting with monthly newsletters for student-athletes, coaches, staff and representatives of the University's athletics interests
- Assisting with compliance and academic meetings throughout the year

- Updating and developing the BGSU Compliance Manual
- Maintaining the compliance website and social media accounts

Additional Duties

- Researching case precedents for rules violations and waivers
- Researching and recommending new compliance processes and programs
- Assisting with the transition to a more technologically based Compliance Office

This list of essential duties, tasks, and responsibilities is not all-inclusive; individuals will perform other related duties as assigned and may request to be a part of specific Compliance Office projects and events.

Application Process:

For consideration, please send a cover letter, resume and contact information for 3 references to:

Mark Lukosavich
Assistant Athletics Director for Compliance
Bowling Green State University
231 Stadium East
Bowling Green, OH 43403
E-mail: lukosmj@bgsu.edu

An email with the requested information is also acceptable. Applicant credentials will be accepted until positions are filled.