



NOTICE OF VACANCY

Administrative Compliance Specialist

REPORTS TO: Athletic Director

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Administrative Compliance Specialist will be an equity minded individual committed to student academic success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Administrative Compliance Specialist (CS) involves the leadership, management, academic success and strategic oversight of sports programs at the intercollegiate level. This position key responsibilities include budgeting, compliance, and daily operations in athletics.

Reporting to the Athletic Director, the Administrative Compliance Specialist (CS) serves as a key member of the Athletics Department and works collaboratively with coaches, faculty, advisors, and staff to maintain program integrity and support student-athletes in achieving their academic and athletic goals. The position is committed to fostering a culture of compliance, accountability, and equity-minded student support in alignment with the mission of Mississippi Delta Community College.

More specifically, the Administrative Compliance Specialist (CS) is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Coordinate administrative processes within the Athletic Department.
- Manage departmental filing systems, databases, and electronic records.
- Prepare correspondence, reports, meeting agendas, and presentations.
- Assist with budget tracking, purchasing requests, travel documentation, and reimbursement processes.
- Organizing and managing all compliance-related documents and athlete records, ensuring they are accurate, accessible, and prepared for audit.
- Assist in the certification of student-athlete eligibility, including academic standing, enrollment status, transfer requirements, and satisfactory progress standards.
- Maintain accurate and up-to-date records related to student-athlete eligibility, recruitment, financial aid, participation, and academic progress.
- Support student-athlete academic success initiatives, including tracking academic performance, progress toward degree, and retention efforts.
- Collaborate with coaches, faculty, advisors, and student services staff to provide coordinated support for student-athletes.
- Managing the scheduling of athletic events, meetings, transportation, financial responsibilities including budget tracking and invoice management.
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Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES (cont.)

- Prepare, review, and submit required compliance reports, waivers, and documentation to governing bodies and institutional leadership.
- Maintain compliance databases, reporting systems, and electronic records with a high level of accuracy and confidentiality.
- Monitor academic alerts, progress reports, and intervention strategies to support student success and retention.
- Support financial aid coordination and scholarship compliance processes as they relate to student-athletes.
- Ensure confidentiality of student records and departmental information in accordance with FERPA and institutional policies.
- Assist with fundraising activities, athletic events, and departmental initiatives as needed while ensuring compliance with governing regulations.
- Perform other duties as assigned.

MANDATORY QUALIFICATIONS

- Applicant must hold a minimum of an Associate's Degree.

DESIRABLE QUALIFICATIONS

- Bachelor's degree from an accredited college or university in Sports Administration, Higher Education Administration, Business Administration, Kinesiology, or a related field.
- Knowledge of requisitions, monitors expenditures, and budgets.
- Familiarity with NJCAA eligibility rules, recruiting regulations, and reporting systems.
- Prior experience in a community college or similar open-access institution environment.
- Commitment to student success, academic integrity, compliance, and institutional mission.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues in athletics
- Dedicated to and appreciate the concept of the community college system.

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KNOWLEDGE AND SKILLS REQUIRED (cont.)

- Demonstrated effective use of technology.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Full-time, 12-month, Exempt, Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (online only)
2. Unofficial College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External – July 8, 2026 at 5:00 P.M.