



Position: Compliance Officer – ASAA student transfers

COMPENSATION: Contract position: \$1,000.00 per month x 10.5 mths: \$10,500 p.a.
Cell Phone allowance : \$100/mth x 10.5: \$
1,050 p.a.
Travel as required: 40c/km for approved travel

* Cell/internet costs are partially funded given the assumption that personal use will also occur

Commencing: August 15, 2019

HOURS OF WORK: varies depending on the month. (Need to be available by cell phone from 8:00 AM – 4:00 PM Monday to Friday)

DURATION OF CONTRACT: August 15 – June 30 annually
(Need to be available by cell phone from 8:00 AM – 4:00 PM Monday to Friday)

SUMMARY:

Reporting to the ASAA Executive Director, the ASAA Executive Committee and other ASAA staff, the Compliance Officer provides a rapid response to all inquiries pertaining to the eligibility of student athletes transferring to another school either by phone or email. In coordination with ASAA office staff, the Compliance Officer will administer all inquiries and process all appeals as well as advise member schools of the appeal process available to them via the Executive Appeal Committee and the specific dates of those meetings. Because of the cyclical nature of school year, the amount of time anticipated for this position will range from around 30 or more hours per month to as few as five hours per month.

KEY DUTIES AND RESPONSIBILITIES:

- Provide a high level of customer service to approximately 395 member schools as it pertains to student athlete eligibility relating specifically to transfers.
- Advise schools on how to navigate the ASAA's Sport Registration System (SRS)
- Decide on transfers that require input from the Compliance Officer. Denied transfers require correspondence to be created and sent, stating rational for the decision.

- Keep accurate records and provide update to each of the 7-8 meetings of the ASAA Executive Committee and two meetings for the ASAA Board annually (template provided).
- Spot check on documents uploaded for transfers that are automatically approved in

ADMINISTRATIVE FUNCTIONS

- Handle all incoming calls directed from ASAA office pertaining to student athlete eligibility and provide information that is both proactive and/or reactive to a student's athletic eligibility needs.
- Prepare all written correspondence using the template provided for the decision to deny a transfer
- Prepare documentation as may be required for any legal challenges.
- Will meet and/or via phone be in regular communication with the Executive Director to ensure the office is aware of any issues that may require additional follow-up or clarification.
- Keep a detailed database of all transfers dealt with

KEY SKILLS AND ABILITIES:

- Experience sitting on a decision-making board or tribunal is a definite asset.
- Excellent communication skills (verbal and written) and customer service skills with the ability to work in a team environment.
- Excellent organizational skills and interpersonal skills are required.
- Ability to work under general supervision & exercise independence of judgment and action within the limits of ASAA policies & procedures.
- Sound knowledge in the use of personal computers with demonstrated proficiency and sound knowledge of applicable software programs, such as MS Word and Excel.
- Flexibility to prioritize schedule to meet operational needs.
- Ability to manage a variety of projects to meet required deadlines.

QUALIFICATIONS:

Formal Education and Experience:

This contracted position must be a retired or current Alberta certified teacher who has had experience in the Alberta Education system and been involved in the school sport system. Familiarity with student-athletes and the ASAA bylaws and policies that apply would definitely be an asset.

APPLICATIONS: Must include a resume and letter of application. Resume's submitted without formal letter of application will not be considered. Please submit your application and resume to John Paton, Executive Director, ASAA via email to: Info@asaa.ca

Deadline: August 2, 2019