



Sydney Landing, 2003A-3713 Kensington Ave, Burnaby, BC V5B 0A7

Phone: 604-477-1488 | Fax: 604-477-1484

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Job Description

Position: Eligibility Officer

Employment Type: Contractor

Hours of Work: Varied, September – June

SUMMARY DESCRIPTION

The Eligibility Officer handles all Eligibility Applications from BCSS Member Schools and provides a ruling weighing the merits of the appeal against the policies of the organization. The Eligibility Officer, reporting to the Executive Director of the organization, is charged with evaluating with consistency and fairness to ensure all applications are handled equally and with the appropriate care required.

KEY DUTIES & RESPONSIBILITIES

- Reviews and adjudicates Eligibility Applications, Grade 7 Eligibility Applications and other BCSS related Eligibility forms as outlined in BCSS Policies from Member Schools, and provides a ruling to the applications based on the merits of the application against the standards as set by the BCSS membership.
- Provides a high level of customer service to over 450 member schools as it pertains to student-athlete eligibility.
- Provide feedback to the Executive Director with suggestions for improvements to both policy and procedure as it relates to student-athlete eligibility.
- Provide back-up support for the Eligibility Officer 2 position and the duties performed in that role

ADMINISTRATIVE FUNCTIONS

- Prepares written correspondence using the provided templates for all decisions.
- Prepares documentation as may be required for any legal challenges or proceedings.
- Document all correspondence with member school representatives as it pertains to inquiries or investigations to eligibility matters.
- Ensures all documentation, formal and informal, is saved to the BCSS Server through the provided channels.
- Maintains regular communication with the Executive Director to ensure awareness regarding any sensitive or potentially harmful situations.
- Maintains regular communication with the Membership Services Coordinator as to the status and outcomes of applications.
- Maintains the appropriate stats and forms for statistical tracking of eligibility related filings.
- Uses the Student-Athlete Registration System (STARS) to verify and when required, transfer Student-Athlete Eligibility.



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PREFERRED SKILLS & ABILITIES

- Excellent communication skills (verbal and written) and customer services skills with the ability to work in a team environment.
- Excellent organizational skills and interpersonal skills are required.
- Ability to work under limited supervision & exercise independence of judgment and action within the limits of BC School Sports policies, procedures and systems.
- Sound knowledge in the use of personal computers with demonstrated proficiency of applicable software programs, such Microsoft Office Suite and Adobe Acrobat Reader.
- Flexibility to prioritize work and to work-schedules to meet operational needs.
- Ability to manage a variety of projects to meet time-sensitive deadlines.

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS

- Bachelor's Degree at minimum, with preference to a graduate degree.
- Experience with school sport, preferably in BC as a Coach and/or Athletic Director
- Experience in the education sector as a Principal or District Administrator is considered an asset

Approved By:	J. Abney	Date:	2017-Aug-01
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