



USC University of
Southern California

Director, Athletic Compliance Job Description

JOB INFORMATION

<i>Job Code:</i>	133707
<i>Job Title:</i>	Director, Athletic Compliance
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Athletics Compliance
<i>Job Family Group:</i>	Compliance
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Manages, organizes, implements, and maintains a comprehensive, in-depth, and effective athletic compliance program intended to support NCAA, university, and any applicable conference rules and to prevent, detect and respond appropriately to violations of applicable athletic rules and regulations. Provides technical expertise to university staff members, coaches, student-athletes, parents of student athletes and representatives of athletics interests regarding athletic compliance issues. Ensures implementation of all elements of an effective athletic compliance program. Fosters within the athletic compliance program a culture that promotes integrity and ethical behavior. Reports to the Associate Vice President for Athletic Compliance.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Juris Doctor (JD)		Or
X		Master's degree		

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		3 years		
	X	5 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related experience dealing with an athletic compliance program and/or rules/regulatory issues.
X		Proven success in the implementation/management of an athletic compliance program.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience investigating violations of NCAA and/or any applicable conference regulations. Complete and working knowledge of NCAA rules and regulations.
X		Demonstrated strong interpersonal skills to deal effectively and tactfully with people at all levels. Demonstrated ability to communicate effectively, both verbally and in writing.
X		Demonstrated strong planning and critical thinking and problem-solving skills.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages, organizes, implements, and maintains a comprehensive, in-depth, and effective athletic compliance program for the university for assigned multiple athletic teams. Has responsibility for contributing to design and substance of university's athletic compliance program for assigned athletic teams, program implementation, rules education/training, rules interpretations, and external representation. Researches and identifies trends and needs and establishes athletic program directions accordingly. Links program with relevant internal departments and organizations.				
Participates in short and long range planning for athletic compliance program under the direction of the Associate Vice President for Athletic Compliance. Integrates plans for assigned athletic teams of responsibility with overall departmental strategies. Works closely with department management to plan and develop athletic compliance program objectives and content.				
Develops, updates, and manages the dissemination, interpretation and application of athletic compliance rules, regulations, policies and procedures.				
Serves as in-house consultant on athletic compliance issues. Provides internal and external communications expertise for athletic compliance matters. Serves as a resource for questions regarding application and interpretation of NCAA and any applicable conference rules.				
Conducts investigations and documents possible and/or alleged NCAA and any applicable conference rules and regulations violations. Analyzes and evaluates findings and reports results of such investigations to appropriate parties (e.g., Office of General Counsel, Associate Vice President for Athletic Compliance, and other designated parties). Makes recommendations for corrective action, as appropriate.				
Drafts responses to and resolutions of external investigations and audits regarding athletic compliance issues. Assists with compliance enforcement and discipline.				
Plans, implements and manages effective mechanisms by which individuals may report alleged violations of the athletic compliance program including reports of possible compliance violations.				
Plans, manages and delivers athletic compliance training and education to all applicable student athletes, prospective student-athletes, parents of student-athletes, coaches, alumni, volunteers and third parties. Educates, motivates and explains NCAA and any applicable conference compliance rules to specific target audiences.				
Sets and communicates program priorities and performance standards and assesses operations using these criteria. Develops and maintains automated or manual systems and procedures to facilitate program operations.				
Collaborates in a proactive manner with Associate Vice President for Athletic Compliance and other athletic compliance officers regarding compliance controls, risks, and new developments in athletic compliance rules and regulations. Provides athletic compliance expertise and recommends responses/procedures related to the rules and regulations. Coordinates compliance activities with Office of Athletic Compliance department staff members.				
Contributes to development of a communication plan for student-athletes, prospective student athletes, parents of student-athletes, alumni, volunteers, coaches and other athletic department employees that promotes knowledge and builds awareness of university athletic compliance program and resources available. Maintains critical communication pathways to elicit feedback regarding				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
athletic compliance program and to implement changes to internal athletic compliance procedures. Promotes activities to raise awareness regarding NCAA and any applicable conference rules and regulations. Provides technical expertise to university staff members, student-athletes, parents of student-athletes, coaches and other athletic department staff members regarding compliance issues.				
Maintains currency and ensures compliance with all university, NCAA and any applicable conference rules. Has responsibility for monitoring and required reporting with regard to all NCAA and any applicable conference rules including student-athlete eligibility, recruiting, orientation, amateurism, benefits, playing and practice sessions, and CARA for assigned athletic teams and personnel and to ensure all primary concerns, requirements and responsibilities are addressed. Analyzes and evaluates NCAA and any applicable conference changes to rules and regulations and determines impact to program operations. Makes recommendations regarding need to revise internal policies and procedures to ensure compliance with NCAA and any applicable conference changes to rules. Oversees and monitors assigned athletic teams to ensure compliance with any penalties and/or sanctions issued by the university, NCAA and/or any applicable conference.				
Works cross functionally with other athletic compliance officers to identify risks and to respond to identified issues, problems and/or concerns.				
Participates in the development and administration of program budgets and recommends resource allocations.				
Assists the Associate Vice President for Athletic Compliance as requested with the coordination of the athletic compliance audit plan design and performance with Audit Services, Office of General Counsel, and other offices.				
Stays informed of developments in field. Reads pertinent literature. Represents the Office of Athletic Compliance to student-athletes, prospective student-athletes, parents, alumni, volunteers, community and other constituencies. Attends NCAA and any applicable conference events and other professional meetings.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.