



## Director, Athletic Rules Education Job Description

### JOB INFORMATION

<i>Job Code:</i>	133711
<i>Job Title:</i>	Director, Athletic Rules Education
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May lead volunteers, 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, develops, implements and conducts a comprehensive in-depth intercollegiate athletic compliance educational/training program consisting of classes, exercises or structured activities for groups or individuals such as athletic department staff, student-athletes and other constituents on NCAA, university and any applicable conference rules, regulations, policies and procedures for all sports. Participates in the development of short and long-range strategic planning for athletic compliance and educational/training program with NCAA and any applicable conference rules and regulations. Identifies needs and educational/training objectives for university. Researches and determines topics and content to be covered in the educational/training programs. Monitors, analyzes, and evaluates the effectiveness of athletic compliance training program based on goals and objectives. Develops and maintains educational/training manuals, departmental policies and procedures manual, materials and related documentation. Reports to the Vice President for Athletic Compliance through 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		Bachelor's degree		
	X	Master's degree		Or
	X	Juris Doctor (JD)		

#### 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		7 years		
	X	10 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		Experience in developing, planning, implementing, and conducting training classes.
X		Experience in the development of instructional materials.
X		Extensive knowledge and experience dealing with NCAA rules and regulations.
X		Athletic program management experience at a NCAA Division I BCS program or conference office or experience at the NCAA national office.
X		Demonstrated strong interpersonal, written and oral communication skills.
X		Demonstrated strong planning and problem-solving skills.

## Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages, develops, implements, and maintains a comprehensive in-depth and effective athletic compliance educational and training program for student-athletes, coaches, athletic department staff, parents of student athletes, volunteers, and third parties. Researches and identifies athletic compliance needs and issues and establishes athletic compliance educational/training program direction accordingly.				
Participates in the development of athletic compliance educational/training programs and short and long-range strategic planning regarding NCAA, university and any applicable conference rules, policies and procedures to meet specific training needs and issues. Identifies needs and educational/training objectives for university in collaboration with Associate Vice President for Athletic Compliance. Integrates plans with overall departmental strategies.				
Researches and identifies topics to be covered in athletic educational/training sessions. Communicates training needs to management. Develops and implements modifications as necessary to ensure achievement of training goals and objectives.				
Selects and develops educational/training methods such as individual coaching, group instruction, demonstrations, blended learning, videos, web-based, meetings and/or workshops.				
Manages the delivery of services to targeted groups and individuals. Establishes and communicates program priorities and performance standards and assesses operations using these criteria. Plans and conducts quality assurance reviews and recommends changes as appropriate. Develops and maintains automated or manual systems and procedures to facilitate program operations.				
Oversees and schedules athletic compliance educational/training sessions conducted by or in conjunction with directors of athletic compliance. Determines topic and content of athletic compliance educational/training programs. Plans, schedules, modifies and conducts training classes, structured activities, meetings and workshops, etc. based on learning objectives. Facilitates group discussions for training sessions. Provides athletic compliance educational/training and content of activities that meets the needs of specific targeted audiences.				
Monitors, analyzes and evaluates effectiveness of athletic compliance training based on program goals and objectives. Provides Associate Vice President for Athletic Compliance with regular reports and feedback, as necessary.				
Oversees training needs assessment of targeted audiences with directors of athletic compliance using various methods such as formal surveys, one-on-one interviews, etc. to tailor training to objectives or to establish future topics.				
Develops and recommends operating athletic compliance training policies and procedures. Manages the dissemination, interpretation and application of training policies and procedures.				
Develops and maintains educational/training manuals, materials and related documentation. Determines design format. Liaises and negotiates with outside vendors regarding development of training materials, etc.				
Develops, updates and maintains Office of Athletic Compliance policies and procedures manual.				

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Maintains currency and ensures athletic compliance educational/training program complies with all university and NCAA rules and regulations. Stays informed of developments in field. Reads pertinent literature.				
Represents the Office of Athletic Compliance to various constituencies, as directed or requested. 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.