



Assistant Director, Athletic Compliance Job Description

JOB INFORMATION

<i>Job Code:</i>	133719
<i>Job Title:</i>	Assistant Director, Athletic Compliance
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads employees performing similar work on a project basis.; 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

Assists in developing, implementing, and maintaining a comprehensive, in-depth, and effective athletic compliance program by providing a professional service of monitoring, interpreting and analyzing and evaluating athletic department activities intended to support NCAA, conference and university rules and to prevent, detect and respond appropriately to violations of applicable athletic rules and regulations. Participates in the design and substance of the university's athletic compliance program. Collaborates with athletic compliance directors to plan and develop athletic compliance program objectives and content. Participates in the short and long range strategic planning for athletic compliance program. Assists with developing, updating, and managing the dissemination, interpretation and application of athletic compliance rules, regulations, policies and procedures, as assigned. Fosters within the athletic compliance program a culture that promotes integrity and ethical behavior.

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	
	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		2 years	
	X	3 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

Req	Pref	Functional Skills
X		Directly related professional experience dealing with an athletic compliance program and rules/regulatory issues.
X		Working knowledge of NCAA rules and regulations.
X		Demonstrated strong interpersonal skills to deal effectively and tactfully with people at all levels.
X		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
Assists the athletic compliance department in developing, implementing, and maintaining a comprehensive, in-depth and effective athletic compliance program by providing a professional service of monitoring, interpreting, analyzing and evaluating athletic department activities to ensure the university athletic department adheres to all NCAA, conference and university rules. Participates in the design and substance of the university's athletic compliance program. Collaborates with athletic compliance directors to plan and develop athletic compliance program objectives and content. Assists athletic compliance program with administrative functions covering strategic planning; policy development and implementation; program development and evaluation; compliance assessment and interpretation; quality control; research; statistical analysis; program needs assessment; and delivery of program services. Fosters within the athletic compliance program a culture that promotes integrity and ethical behavior.				
Participates in short and long range strategic planning for athletic compliance program under the direction of the Vice President for Athletic Compliance. Assists with integration of plans for specific athletic teams with overall strategies. Collaborates with athletic compliance directors to plan and develop athletic compliance program objectives and content.				
Participates in developing, updating, and managing the dissemination, interpretation and application of athletic compliance rules, regulations, policies and procedures, as assigned. Makes program operating and administrative policy and procedure recommendations. Recommends exceptions.				
Assists in planning and conducting quality assurance reviews. Assesses athletic compliance program operations by monitoring the athletic department activities for the playing and practice seasons, covering areas such as coaching limitations, CARA for athletic teams, team travel, minimum/maximum competitions and season declarations, etc. Monitors athletic practices and competition activities such as football and men's basketball access policies, football and basketball game day, etc. Determines if playing and practice season declarations and if team travel documentation satisfy regulations. Recommends changes to policies and procedures or in terms of declarations and documentation based on assessments, as appropriate.				
Assesses, and monitors recruiting activities such as official and unofficial visits by prospective student-athletes and their guests, coaches' recruiting activities (e.g., recruitment logs and phone records). Determines if official visit documentation satisfies regulations. Ensures there is appropriate documentation for all recruiting activities. Follows up on all recruiting activities of a coaching staff as necessary. Recommends changes to policies and procedures or in terms of documentation based on assessments, as appropriate.				
Assesses, monitors athletic camps and clinics in which athletic department staff participate including reviewing employment, attendance, and other camp-related activities. Ensures there is appropriate documentation for all camp and clinic-related issues as necessary. Recommends changes to policies and procedures or in terms of documentation based on assessments, as appropriate.				
Researches and identifies trends and needs and assists with establishing program direction in collaboration with athletic program directors. Evaluates, recommends and implements procedures for data management and quality control. Performs data analysis using statistical methods. Assists in interpretation of results and prepares management reports including tables and graphs.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Evaluates the effectiveness of existing athletic compliance program content and services. Recommends and implements modifications as necessary to ensure achievement of athletic compliance program goals and objectives and to improve delivery of services.				
Identifies risks and responds to identified issues, problems and/or concerns in collaboration with athletic compliance directors. Assists with determining if a specific action by athletic department personnel, student-athletes, parents of student-athletes, boosters, alumni, volunteers and third parties is permissible under the conference and university rules. Meets with concerned parties to discuss issues and requests and determines best course of action for effective resolution. Resolves problems or questions referred by program staff, university administrators, or other contingencies, as appropriate.				
Assists athletic compliance directors assigned to specific athletic teams with NCAA and conference with submissions such as violation reports and waivers and dissemination, interpretation and application of athletic compliance rules, regulations, policies and procedures. Assists athletic compliance directors in analyzing and responding to interpretive requests regarding rules, regulations, policies and procedures.				
Provides consultation services to coaches, athletic department staff and university staff regarding NCAA, conference and university rules. Interfaces with coaches, athletic department personnel, athletic compliance department staff, student-athletes, and parents of student-athletes for information exchange regarding program services and content. Coordinates program services with other offices and staff on campus. Serves as a key resource for program information. Develops information systems to monitor, analyze and evaluate compliance with NCAA and conference legislation and to facilitate program operations.				
Maintains currency and assists with ensuring compliance with all university, NCAA and conference rules. Stays informed of developments in field. Reads pertinent literature. Participates in administrative meetings with athletic compliance staff and athletic department representatives.				
Serves as a project leader for special projects and directs others in the planning and delivery of services and activities, as requested. Schedules and assigns workloads, sets priorities and deadlines and allocates resources, as needed. Provides leadership and guidance to staff and student workers. Develops and conducts program-focused training and assesses proficiency or readiness of trainees, as needed.				

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.