



**USC** University of  
Southern California

## Athletic Compliance Coordinator Job Description

### JOB INFORMATION

<i>Job Code:</i>	133723
<i>Job Title:</i>	Athletic Compliance Coordinator
<i>FLSA Status:</i>	Non-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

Assists in maintaining a comprehensive, in-depth and effective athletic compliance program by monitoring, interpreting and analyzing athletic department activities 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. 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		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		1 year		

#### 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		Clerical and/or administrative experience or athletic related experience in university athletic department (e.g. student intern, student athlete, student tutor).
X		Demonstrated interpersonal skills to deal effectively and tactfully with people at all levels.
X		Demonstrated ability to communicate effectively, both verbally and in writing.

## Other Job Factors

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## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Fosters within the athletic compliance program a culture that promotes integrity and ethical behavior. Assists with responding to questions from student-athletes, coaches and/or staff regarding established procedures governing one or more of the following areas: recruiting-related rules, camps and clinics, official visits, playing and practice seasons and countable athletically related activities. Maintains currency and assists with ensuring compliance with all university, NCAA and any applicable conference rules.				
Updates information in compliance-related monitoring systems and generates requested documents or reports.				
Participates in administrative meetings with athletic compliance staff and athletic department representatives.				
Monitors and analyzes 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 and analyzes athletic practices and competition activities such as football and men's basketball access policies, football and basketball game day, etc. Determines if playing and practices season declarations and if team travel documentation satisfies regulations.				
Assists Compliance Director in issuing athletic scholarships (e.g. receives requests for National Letters of Intent and Financial Aid Agreements). Analyzes and advises constituents on financial aid issues. Documents athletically related financial aid items for Office of Athletic Compliance, Athletic Department and Financial Aid Office.				
Monitors, analyzes and reviews recruiting activities such as official and unofficial visits by prospective student athletes and their guests, and 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.				
Monitors and analyzes 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 activities. Follows up on all camp or clinic-related issues as necessary.				

## 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.