



Director, Athletic Compliance Financial Aid Job Description

JOB INFORMATION

<i>Job Code:</i>	133727
<i>Job Title:</i>	Director, Athletic Compliance Financial Aid
<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 and maintains all athletic financial aid for any athletic program at USC. Researches and monitors NCAA and any applicable conference legislative proposals. Reviews legislative proposals and makes compliance interpretations. Collaborates with various units and communicates industry trends as it relates to financial aid laws.

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		Experience and proven success in the administration of athletic aid and athletic compliance program.
X		Experience in athletic financial aid and compliance with the NCAA or at a Division I NCAA institution or athletic conference.
X		Extensive knowledge of NCAA rules and regulations.
X		Demonstrated excellent organizational, interpersonal and oral and written communication skills.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to assume variety of independent responsibilities.
X		Ability to work under pressure in a busy and diverse university environment handling confidential and sensitive information in a timely and professional manner.
X		Demonstrative excellent planning, critical thinking, and problem-solving skills.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages, organizes and maintains all athletic financial aid for any athletic program at USC. Has responsibility for ensuring compliance for athletic financial aid.				
Assists Student Academic Assistance Service (SAAS) in managing the summer financial aid program including but is not limited to making compliance decisions regarding the financial aid received by the students and approving financial aid budget items.				
Oversees National Letter of Intent (NLI) request process for prospects: collects requests from coaches; confirms with Sport Directors that PSAs are eligible to receive NLIs; create NLI packet and corresponding FAA; ensures packaging of all necessary NLI documents and their mail delivery to PSAs; ensures NLI documents are collected back from the PSAs ; confirms that all NLI documents are validly signed; see to the distribution of signed NLIs and FAAs to coaches and FAO and store in S-drive.				
Oversees financial aid agreement (FAA) request process for continuing student-athletes by ensuring the following: collection of requests from coaches; documents are created and sent to FAO sent for approval; distributed to student-athletes for signatures; FAAs are collected back from student-athletes; completed FAAs are sent to FAO and stored in DMS and JumpForward.				
Develops and implements policies and procedures for financial aid matters that impact and govern USC student-athletes. Collaborates with USC Financial Aid Office (FAO) and Student Academic Assistance Service (SAAS) to ensure compliance and to minimize inconsistencies and duplication with existing university policies. Provides guidance to financial aid office on NCAA rules compliance.				
Researches and monitors NCAA and any applicable conference legislative proposals that would impact financial aid for student-athletes. Reviews legislative proposals and makes compliance interpretations. Works collaboratively with the Financial Aid Office in preparation of potential changes.				
Oversees and monitors maintenance of accurate scholarship rosters for each sport at USC.				
Oversees annual squad list process. Develops and creates squad lists for coaches. Ensures all appropriate signatures are obtained and provides signed squad list to any applicable conference prior to first date of competition for each sport.				
Collects requests for reductions, non-renewals, and cancellations of aid and works with financial aid office (FAO) to send letters to student-athletes accordingly. Attends financial aid appeal hearing conducted by financial aid office (FAO).				
Reviews financial aid office (FAO) packaging reports and confirms accuracy with a member of financial aid office (FAO). Maintains records of reports in Compliance Assistant.				
Participates in the development and administration of program budgets and recommends resource allocations.				
Plans, manages and delivers athletic compliance training NCAA Financial Aid Rules education for coaches and other university staff regarding financial aid issues. Educates, motivates and explains NCAA and any applicable conference compliance rules to specific target audiences.				
Assists financial aid office with questions about outside scholarships, when necessary.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Notifies financial aid office of any voluntary withdrawals or voluntary relinquishments. Maintains record of and collects signatures on voluntary withdrawal/voluntary relinquishment sheet.				
Develops and creates scholarship memos for the Office of International Services when requested.				
Creates and maintains a roster of student-athletes on medical scholarships.				
Directly or indirectly manages all staff assigned to the program, usually through subordinate managers or supervisors. Determines organizational structure, reporting relationships and short and long-range staffing needs based on program goals. Reviews and approves hiring and salary actions to ensure compliance with policy. Oversees performance appraisal process for program staff and remains informed of any disciplinary actions required. Oversees onboarding and orientation of new employees to ensure understanding of duties, responsibilities, work requirements and performance standards. Establishes, monitors, and authorizes work schedules, time off and leave requests for employees (including student workers) to meet department business requirements. Authorizes overtime and monitors meal and rest periods for nonexempt employees to ensure compliance with university timekeeping requirements and employment policies. Submits time records on behalf of employees who fail to provide timekeeping records to ensure timely payment, as needed.				
Develops and implements process to ensure accurate stipends are distributed during August and September of each academic year. Collects, records, and distributes monthly stipend checks. Reviews monthly stipends for accuracy. Cancels incorrect checks and record the cancellation. Requests new checks via the DV process on Quali and Payroll's On-Demand Check Request process.				
Maintains currency with national trends in both athletic compliance and financial aid by attending conferences in both areas (e.g., NCAA regional rules and NAAC conferences; consult with FAO for appropriate financial aid conferences) as well as 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.