



## Deputy Director, Athletic Compliance

### Job Description

#### JOB INFORMATION

<i>Job Code:</i>	133709
<i>Job Title:</i>	Deputy Director, Athletic Compliance
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Athletics Compliance
<i>Job Family Group:</i>	Compliance
<i>Management Level:</i>	3 Executive
Deputy Director, Athletic Compliance	

#### JOB SUMMARY

Assists senior leadership (e.g., Associate Vice President) with the management of all elements of an effective athletic compliance program. Supports the development and implementation of short- and long-term strategies, goals, and plans and ensures that the university's athletic programs strictly adhere to all relevant rules, regulations, and policies governing collegiate athletics. Serves as a liaison between senior leadership and the Directors of Compliance for each sport, providing leadership, guidance, and oversight.

#### JOB QUALIFICATIONS:

##### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

##### Additional Education

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

X 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		6 years	
	X	8 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 athletic compliance with the NCAA or at a Division I NCAA institution or athletic conference.
X		Extensive knowledge of NCAA D1 rules and regulations.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated excellent organizational, interpersonal, and oral and written communication skills.
X		Ability to assume a variety of independent responsibilities.
X		Experience working with a variety of populations and people at all levels.
X		Ability to work under pressure in a busy and widely representative university environment handling confidential and sensitive information in a timely and professional manner.
X		Demonstrative excellent planning, critical thinking, and problem-solving skills.
	X	Seven years of progressive experience in the management of an athletic compliance program at the NCAA Division I level.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists senior leadership in managing all elements of the athletic compliance program. Supports the development and implementation of short- and long-term strategies, goals, and plans for compliance initiatives and improvement. Provides oversight and quality control for compliance staff.				
Collaborates with senior leadership to develop, implement, and update athletic compliance policies, procedures, and guidelines. Oversees the development, implementation, and maintenance of the operational policies and procedures manual. Collaborates to review, revise, and maintain compliance standards, procedures, and systems.				
Serves as a compliance subject-matter expert, assisting staff with rules interpretation. Supports senior leadership in evaluating proposed NCAA and conference legislation.				
Oversees investigations for allegations or secondary violations. Collaborates with senior leadership and university officials in investigations. Prepares violation reports, reinstatement petitions, and waiver requests as needed.				
Attends NCAA and division events and meetings and represents the university and/or the compliance office externally as needed. Supports special projects, personnel decisions, and data reporting as required. Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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>
Campus Security Authority (CSA)			Essential:
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>			

## 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.