Manages, organizes, implements, and maintains a comprehensive, in-depth, and effective athletic compliance program intended to support NCAA, Pac-12 and university rules and to prevent, detect and respond appropriately to violations of applicable athletic rules and regulations. Provides technical expertise to university staff members, coaches, student-athletes, parents of student-athletes and representatives of athletics interests regarding athletic compliance issues. Ensures implementation of all elements of an effective athletic compliance program. Fosters within the athletic compliance program a culture that promotes integrity and ethical behavior. Reports to the Vice President for Athletic Compliance through the Associate Vice President for Athletic Compliance.

**JOB ACCOUNTABILITIES:**

<table>
<thead>
<tr>
<th>E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Manages, organizes, implements, and maintains a comprehensive, in-depth, and effective athletic compliance program for the university for assigned multiple athletic teams. Has responsibility for contributing to design and substance of university’s athletic compliance program for assigned athletic teams, program implementation, rules education/training, rules interpretations, and external representation. Researches and identifies trends and needs and establishes athletic program directions accordingly. Links program with relevant internal departments and organizations.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Participates in short and long range planning for athletic compliance program under the direction of the Vice President for Athletic Compliance. Integrates plans for assigned athletic teams of responsibility with overall departmental strategies. Works closely with department management to plan and develop athletic compliance program objectives and content.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Develops, updates, and manages the dissemination, interpretation and application of athletic compliance rules, regulations, policies and procedures.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Serves as in-house consultant on athletic compliance issues. Provides internal and external communications expertise for athletic compliance matters. Serves as a resource for questions regarding application and interpretation of NCAA and Pac-12 athletic rules.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Conducts investigations and documents possible and/or alleged NCAA and Pac-12 rules and regulations violations. Analyzes and evaluates findings and reports results of such investigations to appropriate parties (e.g., Office of General Counsel, Associate Vice President for Athletic Compliance, NCAA and Pac-12, and other designated parties). Makes recommendations for corrective action, as appropriate.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Drafts responses to and resolutions of external investigations and audits by NCAA and/or Pac-12 regarding athletic compliance issues. Assists with compliance enforcement and discipline.</td>
</tr>
</tbody>
</table>
Plans, implements and manages effective mechanisms by which individuals may report alleged violations of the athletic compliance program including reports of possible compliance violations.

Plans, manages and delivers athletic compliance training and education to all applicable student-athletes, prospective student-athletes, parents of student-athletes, coaches, alumni, volunteers and third parties. Educates, motivates and explains NCAA and Pac-12 compliance rules to specific target audiences.

Sets and communicates program priorities and performance standards and assesses operations using these criteria. Develops and maintains automated or manual systems and procedures to facilitate program operations.

Collaborates in a proactive manner with Associate Vice President for Athletic Compliance and other athletic compliance officers regarding compliance controls, risks, and new developments in athletic compliance rules and regulations. Provides athletic compliance expertise and recommends responses/procedures related to the rules and regulations. Coordinates compliance activities with Office of Athletic Compliance department staff members.

Contributes to development of a communication plan for student-athletes, prospective student-athletes, parents of student-athletes, alumni, volunteers, coaches and other athletic department employees that promotes knowledge and builds awareness of university athletic compliance program and resources available. Maintains critical communication pathways to elicit feedback regarding athletic compliance program and to implement changes to internal athletic compliance procedures. Promotes activities to raise awareness regarding NCAA and Pac-12 rules and regulations. Provides technical expertise to university staff members, student-athletes, parents of student-athletes, coaches and other athletic department staff members regarding compliance issues.

Maintains currency and ensures compliance with all university, NCAA and Pac-12 rules. Has responsibility for monitoring and required reporting with regard to all NCAA and Pac-12 rules including student-athlete eligibility, recruiting, orientation, amateurism, benefits, playing and practice sessions, and CARA for assigned athletic teams and personnel and to ensure all primary concerns, requirements and responsibilities are addressed. Analyzes and evaluates NCAA and Pac-12 changes to rules and regulations and determines impact to program operations. Makes recommendations regarding need to revise internal policies and procedures to ensure compliance with NCAA and Pac-12 changes to rules. Oversees and monitors assigned athletic teams to ensure compliance with any penalties and/or sanctions issued by the university, NCAA and/or Pac-12.

Works cross functionally with other athletic compliance officers to identify risks and to respond to identified issues, problems and/or concerns.

Participates in the development and administration of program budgets and recommends resource allocations.

Assists the Associate Vice President for Athletic Compliance as requested with the coordination of the athletic compliance audit plan design and performance with Audit Services, Office of General Counsel, and other offices.

Stays informed of developments in field. Reads pertinent literature. Represents the Office of Athletic Compliance to student-athletes, prospective student-athletes, parents, alumni, volunteers, community and other constituencies. Attends NCAA and Pac-12 conference events and other professional meetings.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.
**Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

**EMERGENCY RESPONSE/RECOVERY:**

<table>
<thead>
<tr>
<th>Essential</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

J.D. or Master's degree

**Minimum Experience:**

3 years

**Minimum Field of Expertise:**

Directly related experience dealing with an athletic compliance program and/or rules/regulatory issues. Proven success in the implementation/management of an athletic compliance program. Experience investigating violations of NCAA and/or Pac-12 rules and regulations. Complete and working knowledge of NCAA rules and regulations. Demonstrated strong interpersonal skills to deal effectively and tactfully with people at all levels. Demonstrated ability to communicate effectively, both verbally and in writing. Demonstrated strong planning and critical thinking and problem-solving skills.

**Preferred Experience:**

5 years

**Skills: Other:**

Analysis
Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Statistical analysis
Teaching/training

**Skills:** **Machine/Equipment:**

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises:** **Level:**

May oversee student, temporary and/or resource workers.

**SIGNATURES:**

Employee: ___________________________ Date: ___________________________

Supervisor: _________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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