UNIVERSITY OF SOUTHERN CALIFORNIA

Assistant Director, Athletic Compliance

Job Code: 133719

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<td>OT Eligible:</td>
<td>No</td>
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<td>Comp Approval:</td>
<td>4/20/2012</td>
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**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, Pac-12 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 ACCOUNTABILITIES:**

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<th>*E/M/NA</th>
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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, Pac-12 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 activities. Follows up on all camp or 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.

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 NCAA, Pac-12 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 Pac-12 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 personnel regarding NCAA, Pac-12 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 Pac-12 legislation and to facilitate program operations.

Maintains currency and assists with ensuring compliance with all university, NCAA and Pac-12 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. 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:**

| Essential:  | No | Yes | 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:**

Bachelor's degree

**Minimum Experience:**

2 years

**Minimum Field of Expertise:**

Directly related professional experience dealing with an athletic compliance program and rules/regulatory issues. 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 Education:**

J.D.

Master's degree
Preferred Experience:

3 years

Skills: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Consulting
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Lead/guidance skills
Organization
Planning
Problem identification and resolution
Project management
Research
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:

Leads employees performing similar work on a project basis.
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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