



Deputy Director, Athletic Compliance Job Description

JOB INFORMATION

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

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

Req	Pref	Degree	Field of Study
X		Bachelor'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

Req	Pref	Work Experience	Experience Level
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

Req	Pref	Functional Skills
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.
X		Demonstrated excellent organizational, interpersonal, and oral and written communication skills.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Ability to assume a variety of independent responsibilities.
X		Experience working with diverse populations and people at all levels.
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.
	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

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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. Oversee 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. Support special projects, personnel decisions, and data reporting as required. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
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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.