UNIVERSITY OF SOUTHERN CALIFORNIA

Director, Athletic Rules Education
Job Code: 133711

Grade: L
OT Eligible: No
Comp Approval: 3/19/2013

JOB SUMMARY:
Manages, develops, implements, and conducts a comprehensive in-depth intercollegiate athletic compliance educational/training program consisting of classes, exercises or structured activities for groups or individuals such as athletic department staff, student-athletes and other constituents on NCAA, Pac-12 and university rules, regulations, policies and procedures for all sports. Participates in the development of short and long-range strategic planning for athletic compliance and educational/training program with NCAA and Pac-12 rules and regulations. Identifies needs and educational/training objectives for university. Researches and determines topics and content to be covered in the educational/training programs. Monitors, analyzes, and evaluates the effectiveness of athletic compliance training program based on goals and objectives. Develops and maintains educational/training manuals, departmental policies and procedures manual, materials and related documentation. Reports to the Vice President for Athletic Compliance through the Associate Vice President for Athletic Compliance.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Manages, develops, implements, and maintains a comprehensive in-depth and effective athletic compliance educational and training program for student-athletes, coaches, athletic department staff, parents of student-athletes, volunteers, and third parties. Researches and identifies athletic compliance needs and issues and establishes athletic compliance educational/training program direction accordingly.

Participates in the development of athletic compliance educational/training programs and short and long-range strategic planning regarding NCAA, Pac-12 and university rules, policies and procedures to meet specific training needs and issues. Identifies needs and educational/training objectives for university in collaboration with Associate Vice President for Athletic Compliance. Integrates plans with overall departmental strategies.

Researches and identifies topics to be covered in athletic educational/training sessions. Communicates training needs to management. Develops and implements modifications as necessary to ensure achievement of training goals and objectives.

Selects and develops educational/training methods such as individual coaching, group instruction, demonstrations, blended learning, videos, web-based, meetings and/or workshops.

Manages the delivery of services to targeted groups and individuals. Establishes and communicates program priorities and performance standards and assesses operations using these criteria. Plans and conducts quality assurance reviews and
recommends changes as appropriate. Develops and maintains automated or manual systems and procedures to facilitate program operations.

Oversees and schedules athletic compliance educational/training sessions conducted by or in conjunction with directors of athletic compliance. Determines topic and content of athletic compliance educational/training programs. Plans, schedules, modifies and conducts training classes, structured activities, meetings and workshops, etc. based on learning objectives. Facilitates group discussions for training sessions. Provides athletic compliance educational/training and content of activities that meets the needs of specific targeted audiences.

Monitors, analyzes and evaluates effectiveness of athletic compliance training based on program goals and objectives. Provides Associate Vice President for Athletic Compliance with regular reports and feedback, as necessary.

Oversees training needs assessment of targeted audiences with directors of athletic compliance using various methods such as formal surveys, one-on-one interviews, etc. to tailor training to objectives or to establish future topics.

Develops and recommends operating athletic compliance training policies and procedures. Manages the dissemination, interpretation and application of training policies and procedures.

Develops and maintains educational/training manuals, materials and related documentation. Determines design format. Liaises and negotiates with outside vendors regarding development of training materials, etc.

Develops, updates and maintains Office of Athletic Compliance policies and procedures manual.

Maintains currency and ensures athletic compliance educational/training program complies with all university and NCAA rules and regulations. Stays informed of developments in field. Reads pertinent literature.

Represents the Office of Athletic Compliance to various constituencies, as directed or requested. 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:**

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:**

7 years

**Minimum Field of Expertise:**

Experience in developing, planning, implementing, and conducting training classes. Experience in the development of instructional materials. Extensive knowledge and experience dealing with NCAA rules and regulations. Athletic program management experience at a NCAA Division I BCS program or conference office or experience at the NCAA national office. Demonstrated strong interpersonal, written and oral communication skills. Demonstrated strong planning and problem-solving skills.

**Preferred Education:**

- J.D.
- Master's degree

**Preferred Experience:**

10 years

**Skills: Other:**

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

Skills: Machine/Equipment:

Audio/Visual 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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