UNIVERSITY OF SOUTHERN CALIFORNIA
Athletic Compliance Coordinator
Job Code: 133723

Grade: 00
OT Eligible: Yes
Comp Approval: 7/24/2014

JOB SUMMARY:
Assists in maintaining a comprehensive, in-depth and effective athletic compliance program by monitoring, interpreting and analyzing 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. Fosters within the athletic compliance program a culture that promotes integrity and ethical behavior.

JOB ACCOUNTABILITIES:

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Fosters within the athletic compliance program a culture that promotes integrity and ethical behavior. Assists with responding to questions from student-athletes, coaches and/or staff regarding established procedures governing one or more of the following areas: recruiting-related rules, camps and clinics, official visits, playing and practice seasons and countable athletically related activities. Maintains currency and assists with ensuring compliance with all university, NCAA and Pac-12 rules.

Updates information in compliance-related monitoring systems and generates requested documents or reports.

Participates in administrative meetings with athletic compliance staff and athletic department representatives.

Monitors and analyzes 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 and analyzes athletic practices and competition activities such as football and men’s basketball access policies, football and basketball game day, etc. Determines if playing and practices season declarations and if team travel documentation satisfies regulations.

Assists Compliance Director in issuing athletic scholarships (e.g. receives requests for National Letters of Intent and Financial Aid Agreements). Analyzes and advises constituents on financial aid issues. Documents athletically related financial aid items for Office of Athletic Compliance, Athletic Department and Financial Aid Office.

Monitors, analyzes and reviews recruiting activities such as official and unofficial visits by prospective student-athletes and their guests, and 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.

Monitors and analyzes 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.
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
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 1 year

**Minimum Field of Expertise:**
- Clerical and/or administrative experience or athletic related experience in university athletic department (e.g. student intern, student athlete, student tutor). Demonstrated interpersonal skills to deal effectively and tactfully with people at all levels. Demonstrated ability to communicate effectively, both verbally and in writing.

**Preferred Education:**
- Master's degree or J.D.

**Skills: Administrative:**
- Answer telephones
- Communicate with others to gather information
- Compose letters
- Customer service
- Establish filing systems
- Gather data
- Input data
- Interpersonal skills
- Maintain filing systems
- Maintain logs
- Maintain records
- Prepares official documents
- Prioritize different projects
- Research information
- Understand and apply policies and procedures
- Understand and enforce regulatory guidelines
Use database and/or word processing software

Skills: Other:
- Analysis
- Assessment/evaluation
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution

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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