Definition of Class
This is a supervisory position in which the incumbent is responsible for supervising and directing the Department of Athletics Compliance Office. The incumbent monitors and audits the institution’s compliance with NCAA and SEC rules and regulations concerning the recruitment and eligibility of student athletes; assists in developing and implementing compliance educational programs and interpretations; assisting in the preparation of institutional compliance reports and documents; and exercises discretion and independent judgment. Position is under the general direction of the Director of Athletics and the Chancellor.

Examples of Work Performed
Analyzes NCAA and SEC rules and regulations governing member institutions plus University institutional policies, develops specific procedures, and guides the implementation of these to ensure University compliance.

Evaluates and audits, internally and in conjunction with outside groups, those with compliance responsibilities and their systems to determine that each includes the necessary checks and balances as well as administrative oversight to identify problems.

Responsible for researching, developing, writing, making update and keeps a current compliance policies and procedures manual on file for use. Identifies all individuals on campus who have compliance responsibilities and outlines their duties; outlines procedures to be followed by staff to document compliance.

Directs and oversees ongoing programs and activities of the unit and subordinate functional units through upper level management, planning, controlling, coordinating, negotiating, budgeting, counseling, advising others, and resolving problems.

Authorizes and investigates potential SEC and NCAA violations by communicating with upper level management, University General Counsel and any external counsel assigned by the university.

Develops and supervises systems to monitor and document institutional compliance. Systematically reviews compliance documents to insure accuracy in all compliance areas, including eligibility certification, recruiting activities, financial aid, practice and competition, amateurism, staff size, and permissible benefits and awards.

Develops and implements educational programs for coaches, student-athletes, institutional staff, and alumni concerning limitations, interpretations, and individual compliance responsibilities. These programs are in the form of seminars, classes, speeches, newsletters, radio and TV broadcasts, etc.

Supervises the preparation of institutional compliance reports and documents. Maintains list of required reports and their submission dates; collects and consolidates data; reviews all reports and documents for accuracy; insures that all reports are properly prepared and submitted in a timely manner to the appropriate organization.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Develops institutional compliance policies and procedures.


3. Provides compliance educational programs and interpretations.
4. Audits and tests institutional compliance systems.

5. Supervises the preparation of institutional reports & documents.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; and reach with hands and arms.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited four-year college or university.

**Experience:**
Seven (7) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Background Check Requirements**
This position requires a background check upon hire.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.