Assistant Director of Compliance

**Definition of Class**
This is a professional position in which the incumbent exercises discretion and independent judgment. The incumbent performs activities to assist staff members in understanding and adhering to rules, regulations, policies, and procedures of the University, the National Collegiate Athletic Association (NCAA) and the Southeastern Conference (SEC) and to monitor for compliance. This position reports to the Associate Athletic Director for Compliance.

**Examples of Work Performed**
- Provides guidance to alumni, coaches, staff, student-athletes, prospects, and parents concerning the application of institutional, NCAA, and SEC rules.
- Manages the University’s athletic recruiting processes, procedures and monitoring efforts.
- Coordinates activities of the Athletics Department’s initial eligibility and admissions process and certifications.
- Assists in oversight of the Athletics Department’s financial aid, athletic scholarship and National Letter of Intent program.
- Coordinates the Athletics Department’s efforts to monitor regulations related to playing and practice requirements.
- Reviews and evaluates the effectiveness of compliance monitoring programs and suggests enhancement options.
- Uses NCAA, conference and other athletic web based systems to prepare squad lists and reports and monitor records.
- Researches and provides interpretations of NCAA, SEC and University rules, regulations, policies and procedures.
- Assists with the preparation of institutional, SEC and NCAA reports relating to athletic rules compliance.
- Assists with the preparation and delivery of educational programs and literature.
- Trains and supervises graduate assistants and interns.
- Visits practice sites to monitor practice activities.
- Assists with monitoring complimentary admission activities of prospects, parents, and high school and junior college coaches at athletics events.
- Meets with coaches, support staff, and student-athletes on a regular basis.
- Performs related or similar duties as required or assigned.
- Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.
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. Monitors and audits compliance correspondence, records, and forms.
2. Provides guidance concerning the application of institutional, NCAA, and SEC rules and procedures.
3. Assists with developing effective compliance education programs.
4. Prepares and maintains compliance records and reports.

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 believe 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 Personnel Department 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 40 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 regularly required to use hands to finger, handle or feel objects, tools or controls.

Experience/Educational Requirements:

Education:
Bachelor's Degree from an accredited college or university.

AND

Experience:
Two (2) years 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.

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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