JOB DESCRIPTION

Compliance Coordinator

**Definition of Class**
Incumbent in this position provides assistance to the Senior Associate Athletic Director of Compliance. Incumbent performs activities to assist staff members understand and adhere 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.

**Examples of Work Performed**
Provides guidance to alumni, coaches, staff, student-athletes, prospects, and parents concerning the application of institutional, NCAA, and SEC rules.

- Creates compliance systems to monitor compliance activities.
- Uses University, NCAA and other athletic web based systems to prepare and reports and monitor records.
- Coordinates coaching and sport staff designations.
- Coordinates student-athlete employment registration and monitoring program.
- Tracks student-athletes participation, championship and special achievement awards.
- Reviews and tracks student-athlete vehicle and housing registration.
- Oversees the student athlete opportunity fund application and distribution.
- Coordinates review and approval of meals incidental to participation, occasional meals and vacation period expenses.
- Researches coaches inquiries and interpret rules, regulations, policies and procedures.
- Assists with the preparation of institutional, NCAA, and SEC reports relating to athletic rules compliance.
- Assists with the preparation of educational programs and literature.
- Trains and supervises student workers and interns.
- Assists with monitoring the complimentary admission process of prospects, parents, and high school and other college coaches during recruiting visits.
- Reviews all promotional requests involving student-athletes.
- Meets with coaches, support staff, and student-athletes on a regular basis. Performs related or similar duties as required or assigned.
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.
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 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 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. The incumbent is occasionally required to stand; walk; sit; stoop, kneel, crouch or crawl; and reach with hands and arms.

Experience/Educational Requirements:

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

Experience:
One (1) year 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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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.