Definition of Class
This is a supervisory position in which the incumbent directs and monitors the activities of compliance staff to ensure compliance with NCAA and SEC rules and regulations concerning amateurism, recruiting, eligibility, financial aid, awards/benefits, and practice activities; creates systems to monitor and audit related activities; develops educational programs; researches legislation and provides interpretations; prepares related compliance reports; and exercises discretion and independent judgment. The incumbent reports to the Senior Associate Athletic Director for Compliance and Student Services.

Examples of Work Performed
Directs and monitors the activities of compliance staff to ensure compliance with NCAA and SEC rules and regulations concerning amateurism, recruiting, eligibility, financial aid, awards/benefits, and practice activities.

Reviews compliance documents to ensure accuracy in all compliance areas, including eligibility certification, recruiting activities, financial aid, practice and competition, amateurism, staff size, and permissible benefits and awards.

Audits and approves records documenting practice, competition, phone calls, off and on-campus recruiting, camps and awards and benefits.

Develops and implements educational programs for coaches, student-athletes, institutional staff, and alumni concerning limitations, interpretations, and individual compliance responsibilities.

Researches NCAA Manual and LSDBI for interpretations, NCAA staff and committee decisions to provide interpretations and prepare reports.

Investigates potential secondary rules violations; researches penalties levied in similar cases; and submits infraction reports to the SEC and NCAA.

Uses NCAA, conference and other athletic web based systems to prepare squad lists and reports and monitor records.

Researches, prepares and submits legislative waiver requests to the NCAA and SEC.

Provides answers to questions from coaches, student-athletes, prospects, staff, and alumni regarding the application of NCAA, SEC and University rules.

Provides supervision and guidance to the staff of the Compliance Department, though leadership, training, performance evaluation and feedback.

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. Directs and monitors activities of the compliance staff to ensure compliance with NCAA and SEC legislation.
2. Develops and implements educational programs and interpretations regarding NCAA, SEC or University rules as they apply to athletic teams.

3. Develops and implements institutional compliance policies and procedures.

4. Prepares institutional compliance reports and 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.

  AND

- **Experience:** Five (5) 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.

**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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