

The University of Texas at San Antonio

Job Description

Job Title: Athletics Compliance Coordinator
Code: 17012
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Athletics/VPSA
Reports To: Associate Athletic Director of Compliance

Summary

- Function: Responsible for assisting with the administration of the day-to-day operations of the athletics compliance office.
- Scope: Responsible for understanding and interpreting NCAA rules and regulations as well as initial and continuing eligibility guidelines in order to help facilitate and promote institutional control.

Duties

- Typical:
 1. Assist with the daily operations of the Athletics Compliance Office
 2. Responsible for NLI program
 3. Responsible for scholarship renewal process
 4. Monitor all aspects of Playing and Practice Seasons
 5. Assist in monitoring the recruiting process
 6. Assist in maintenance of all required NCAA and Conference USA forms.
 7. Update Athletic Department and compliance policy and procedure manuals as necessary; assist in maintaining Athletics Compliance website
 8. Provide rules interpretations to coaches and staff
 9. Produce regular rules education materials including monthly newsletter and tip of the week
 10. Assist in annual Internal Audit process
 11. Oversee textbook distribution and returns
 12. Perform other duties as assigned
- Periodic:
 1. Draft Conference CUSA and NCAA waivers.

<ol style="list-style-type: none"> 2. Update Athletic Department and compliance policy and procedure manual. 3. Give presentations to various groups on NCAA rules and regulations. 4. Attend NCAA meeting/seminars/conferences as needed; actively participate in CUSA conference calls and meetings.

Education

Required	Preferred
Bachelor’s Degree from an accredited institution.	Master’s in related field or JD

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
One year of experience in collegiate compliance and/or in a collegiate athletic services environment (At department discretion may use internship paid/unpaid and graduate assistantship)	Two years of experience in collegiate compliance and/or in a collegiate athletic services environment

Equipment

Required	Possible
Personal computer and standard office equipment	Experience using LSDBi, CAi and ACS

Working Conditions

Usual	Special
Normal office conditions	Some evenings and weekend hours may be required

Supervision

Received	Given
General supervision from the Associate AD of Compliance	N/A

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.