

The University of Texas at San Antonio

Job Description

Job Title: Senior Athletics Compliance Specialist
Code: 17014
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Athletics
Reports To: Associate Athletics 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. Serve as the primary Compliance Office contact in the absence of the Assoc. AD- Compliance
 3. Monitors the recruiting process, including but not limited to, Official and Unofficial Visits, phone calls, contacts, and evaluations.
 4. Monitor all aspects of student-athlete Financial Aid in respects to NCAA and UTSA regulations.
 5. Responsible for developing and maintaining a comprehensive Rules Education program for coaches, staff, and boosters.
 6. Attend NCAA meetings/seminars/conferences as needed; actively participate in CUSA conference calls and meetings.
 7. Maintenance of all required NCAA and Conference USA forms.
 8. Provide rules interpretations to coaches and staff
 9. Monitor all sports recruiting calendars and recruiting activities.
 10. Monitor personnel limitations in regards to NCAA rules; educate all new staff members on NCAA rules relevant to their position
 11. Update Athletic Department and compliance policy and procedure manuals as necessary; maintain Athletics Compliance website
 12. Primary contact for annual Internal Audit process
 13. Responsible for identifying, hiring, and supervising student workers and interns
 14. Administer the Special Assistance Fund for student-athletes

15. Performs additional duties as assigned

- Periodic:

1. Draft Conference CUSA and NCAA waivers.
2. Update Athletic Department and compliance policy and procedure manual.
3. Give presentations to various groups on NCAA rules and regulations.

Education

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

Other Requirements

Required	Preferred
Criminal Background Check (CBC)	N/A

Experience

Required	Preferred
Two years of experience in NCAA compliance, may include experience in NCAA National Office or Conference Office	Four years of experience in NCAA Division I Compliance and/or in a Collegiate Athletic service environment

Equipment

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

Working Conditions

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

Supervision

Received	Given
General supervision from the Associate AD of Compliance	Direct supervision of assign staff.

Accuracy

Proficiency in all phases of the duties performed.

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.