**Athletics Compliance Officer Standard Job Description**

**Classification Title:** Athletic Compliance Officer

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Athletic Compliance Officer, under direction, coordinates, updates, and supervises programs to ensure compliance of National Collegiate Athletic Association (NCAA) regulations.

**Essential Duties and Tasks:**

**35% Monitoring Recruiting Activities**

Assists with monitoring telephone calls, evaluation, contacts, official visits, complimentary admissions to prospective student-athletes and other recruiting activities related to NCAA, Conference and TAMU Athletics rules.

**20% Name, Image, and Likeness**

Assists with the NIL programs to ensure they stay within and meet NCAA guidelines.

**10% Monitoring Camps and Clinics**

Obtains sports camp and clinic information and evaluates information for compliance with NCAA regulations.

Performs in-person spot checks.

Reviews camp employment lists.

**10% Waivers and Interpretations**

Prepares and submits waiver requests.

Provides interpretations to coaches, staff, and student-athletes.

**10% Eligibility Tracking**

Assists with the tracking of student-athlete eligibility report processing to ensure the reports are processed accurately and timely.

**10% Compliance**

Maintains continual and thorough familiarity with all applicable NCAA, Conference and University rules and regulations.

Establishes and ensures communication and enforcement of rules and regulations for all staff members and student workers supervised.

Compliance is a shared responsibility.

**5% Rules Education**

Assists with creation, development, and implementation of rules and regulations education materials and presentations.

**20% Duty Title (for the department's use)**

Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above

**Required Education and Experience:**

Bachelor’s degree or equivalent combination of education and experience.

One year of NCAA compliance experience.

**Required Licenses and Certifications:**

None

**Required Special Knowledge, Skills, and Abilities:**

General knowledge of NCAA rules.

Working knowledge of spreadsheet, presentation, and word processing software programs.

Interpersonal and communication skills and ability to plan and organize effectively.

Ability to multi-task and work cooperatively with others.

**Preferred Qualifications:**

None

**Machines and Equipment:**

Computer 20 hrs.

**Physical Requirements:**

None

**Other Requirements and Factors:**

Nights, weekends and holidays as required to complete assigned duties.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**