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| Employee Name: | |  | | Fresno State ID # |  |
| Classification: | | Administrator II – Q073 | | Working Title: | Senior Associate Athletic Director for Compliance |
| Prepared By (MPP/Chair): | | Garrett Klassy & Rob Acunto | | Department: | Athletics |
| Bargaining Unit: | M80 | FLSA Status: | Exempt | Date Prepared: | 8/2024 |

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| **POSITION DESCRIPTION** |

**Overview:**

This Senior Associate Athletic Director for Compliance position has solid-line reporting responsibilities to the Deputy Director of Athletics and dotted-line reporting responsibilities to University Counsel. The Senior Associate AD for Compliances is also a member of the Athletics Senior Leadership Team (SLT), which involves strategic planning for the department, representing the department at events, game management duties, and administrative functions as directed by the Director of Athletics. The position is responsible for managing the entirety of the NCAA compliance functions, education, and enforcement of NCAA, Conference, and University rules and regulations for student-athletes, coaches, staff members, and donors. The position also establishes and implements processes related to the initial and continuing eligibility of student-athletes, develops and implements a robust NCAA rules education program for all constituents both within and outside of the University, maintains student-athlete files/records for the Athletics Compliance Office, ensures that all required NCAA and Conference documentation is up-to-date and preserved according to the institution's document retention policy. The Senior Associate AD for Compliance serves as the primary compliance liaison to football, men’s basketball, women’s basketball and other assigned sports programs to ensure adherence to all NCAA and conference policies and procedures. Annually audits all compliance processes related to recruiting, playing and practice, seasons, eligibility, transfers, financial aid, awards, extra benefits, and personnel. Provides adhoc reporting on compliance functions to the Director of Athletics, Deputy Athletic Director, and University Counsel as requested. The position will also serve as a sport supervisor to assigned sport program(s).

**Major duties of the job include:**

The Essential Functions of the Job Include:

* Provide leadership, oversight, and management of the Athletics Compliance Office.
* With the Director of Athletics, Deputy Athletics Director, and University Counsel provide leadership and consistency in the institution's commitment to NCAA and Conference rules compliance.
* With the approval of the Deputy Athletics Director and University Counsel prepare systems and policies that assist staff, coaches and student-athletes in meeting the commitment to department and institutional rules compliance.
* Direct responsibility for NCAA Compliance Education programs for department staff, student-athletes, campus offices and representatives of athletics interests.
* Serve as Chair, campus compliance team.
* Review of NCAA and/or conference rules violation allegations and appropriate reporting of found secondary violations. Investigates allegations of major violations and provides appropriate reporting of findings.
* Provide oversight for processing non-academic waivers and student-athlete reinstatements with the conference or NCAA as appropriate.
* Review annually with the Deputy Athletics Director the most efficient and effective delegation of assignments among the compliance services staff.
* Staff the Athletic Advisory Council subcommittee for compliance and governance.
* Responsible for oversight of the compliance budget, as well as compliance-related funds for student-athletes
* Maintain a thorough knowledge of NCAA rules including best practices for education and monitoring; keep the department up to date on legislative and academic initiatives.
* Participate in the admissions process of student-athletes with the Division of Student Affairs and Enrollment Management and the Faculty Athletics Representatives.
* Oversee initiatives to impact student-athlete development including life skills, career development and others as needed
* Coordinate with campus use of services including tutoring, supplemental instruction and other services to support student-athletes and the academic mission
* Contribute to the strategic vision of the Athletics Department.
* Serve as a member of the Athletics Senior Leadership Team (SLT).
* Assist the department in oversight of Title IX and gender equity efforts.
* Serve as Sport Supervisor for sports as assigned; Maintain responsibility for the supervision of all aspects of the sports program, including but not limited to academic performance, well-being, and overall development of student-athletes, budget development and management, compliance, event management issues, facility needs and issues, marketing of program, media needs and issues, personnel assessment, program assessment, scheduling of contests, and travel approval
* Exercise good judgment, and report issues, concerns or problems to the Director of Athletics, the Deputy Athletics Director, and University Counsel, as well as the Conference and/or NCAA as needed.
* Foster and maintain good relationships with department, university and external personnel with whom you have interactions.
* Support the department's commitment to equity and diversity, as well as perform all duties with integrity, confidentiality and professionalism.
* Work extended hours, weekends, holidays, and travel, as needed.
* Perform other duties as assigned.

Supervisory Responsibility:

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| Who supervises this position: | Deputy Athletics Director; University Counsel. |
| Who is responsible for completing the performance appraisal: | Deputy Athletics Director |
| What other classifications does this position supervise: | Director of Compliance, Compliance Coordinators, and Graduate Assistants |

**Minimum Requirements: Knowledge, Skills, and Abilities:**

* Thorough and professional knowledge of NCAA Division I rules and regulations.
* Extensive knowledge of NCAA and NCAA Eligibility Center policies and procedures; Specific knowledge to ensure student-athletes are eligible to participate in intercollegiate athletics by meeting all applicable NCAA, conference and institutional eligibility requirements.
* Knowledge of the principles and practices of effective leadership, motivation and performance evaluation.
* Ability to effectively:
  + Interact with coaches of Division I sports programs, student-athletes and campus officials.
  + Create/present educational materials related to compliance and student-athlete services (Academics).
  + Understand and manage an on-line compliance database system.
  + Supervise a team of compliance and academic professionals.
  + Maintain strict confidentiality and appropriately manage sensitive information and communications with administrators, staff and coaches, student-athletes, and external agencies.
  + Multi-task and meet deadlines.
  + Mediate conflicts and provide dispute resolution in a fair and objective manner.
  + Desire and ability to work within a fast-paced, diverse and team-oriented work environment.
  + Support the department's commitment to equity and diversity as well as perform duties with integrity and professionalism.
  + Have excellent communication skills both oral and written as well as competence in interpreting and communicating procedures, policies, ideas and instructions.
  + History of regular attendance and positive reviews.

**Education and Experience:**

* Bachelor's degree from an institution of higher education which is accredited by one of the six US regional accrediting associations or by an equivalent international institution of higher education.
* Minimum four (4) years of progressive full-time responsibilities and experience in the oversight of NCAA athletics compliance at an NCAA Division I institution, NCAA National Office or Conference office.
* Experience in a comprehensive athletics compliance program and managing rules and regulatory issues.

**Preferred Skills:**

* Master's degree or Juris Doctor.
* NCAA Compliance experience at an NCAA Division I institution.
* Experience in compliance at an FBS institution.
* Experience leading and managing an Athletics Compliance Office.
* Experience supervising, managing and evaluating members of compliance office staff.
* Experience with ACS database system.
* Prior sport program supervisory experience.
* Experience in monitoring recruitment activities.
* Strong planning, organizing, critical thinking and problem-solving skills.

**SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:**

* The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
* This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by CSU Executive Order 1095.
* Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and CSU systemwide policy, this position has been designated as a Campus Security Authority (CSA). CSAs are required to complete Clery Act training and to immediately report Clery incidents to the institution.
* This position is a "designated position" in the California State University's Conflict of Interest Code. The incumbent of this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

**SIGNATURES**

My signature denotes that I have reviewed the duties, responsibilities, and functions outlined on the position description form and that it is an accurate statement of the duties and responsibilities assigned to this position. The position description is intended to describe the general content and essential requirements for the position and is not an exhaustive statement of duties. Management has the exclusive right to alter this position description.

Print Name Signature Date

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| Employee: |  |  |
| Supervisor: |  |  |
| Appropriate Administrator: |  |  |

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| --- | --- | --- | --- |
| Employee Name: |  | Position: | Senior Associate Athletic Director for Compliance |
| Department: | Athletics | Date Prepared: | 8/2024 |

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| **WORKING ENVIRONMENT** |

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

**PHYSICAL EFFORT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Number of hours/day | | | | |  |  | | Number of hours/day | | | | |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  |  | | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Sitting |  |  |  |  |  |  | 12. Lifting or carrying | |  |  |  |  |  |
| 2. Standing |  |  |  |  |  |  | | A. 10 lbs. or less |  |  |  |  |  |
| 3. Walking |  |  |  |  |  |  | | B. 11 to 25 lbs. |  |  |  |  |  |
| 4. Bending Over |  |  |  |  |  |  | | C. 26 to 50 lbs. |  |  |  |  |  |
| 5. Crawling |  |  |  |  |  |  | | D. 51 to 75 lbs. |  |  |  |  |  |
| 6. Climbing |  |  |  |  |  |  | | E. 76 to 100 lbs. |  |  |  |  |  |
| 7. Reaching overhead |  |  |  |  |  |  | | F. Over 100 lbs. |  |  |  |  |  |
| 8. Crouching |  |  |  |  |  |  | 13. Repetitive use of hands/arms | |  |  |  |  |  |
| 9. Kneeling |  |  |  |  |  |  | 14. Repetitive use of legs | |  |  |  |  |  |
| 10. Balancing |  |  |  |  |  |  | 15. Eye/hand coordination | |  |  |  |  |  |
| 11. Pushing or pulling |  |  |  |  |  |

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|  | Yes | No |
| 16. Driving cars, trucks, forklifts and other equipment |  |  |
| 17. Being around scientific equipment and machinery |  |  |
| 18. Walking on uneven ground |  |  |

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| **MENTAL EFFORT** | | | | | | |  | **ENVIRONMENTAL FACTORS** | | | | | |
|  | Number of hours/day | | | | |  | |  | Number of hours/day | | | | |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  | |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Directing Others |  |  |  |  |  |  | | 1. Inside |  |  |  |  |  |
| 2. Writing |  |  |  |  |  |  | | 2. Outside |  |  |  |  |  |
| 3. Using math/calculations |  |  |  |  |  |  | | 3. Humid |  |  |  |  |  |
| 4. Talking |  |  |  |  |  |  | | 4. Hazards |  |  |  |  |  |
| 5. Working at various tempos |  |  |  |  |  |  | | 5. High places |  |  |  |  |  |
| 6. Concentrating amid distractions |  |  |  |  |  |  | | 6. Hot |  |  |  |  |  |
| 7. Remembering names |  |  |  |  |  |  | | 7. Cold |  |  |  |  |  |
| 8. Remembering details |  |  |  |  |  |  | | 8. Dry |  |  |  |  |  |
| 9. Making decisions |  |  |  |  |  |  | | 9. Wet |  |  |  |  |  |
| 10. Working rapidly |  |  |  |  |  |  | | 10. Change of temp |  |  |  |  |  |
| 11. Examining/observing details |  |  |  |  |  |  | | 11. Dirty |  |  |  |  |  |
| 12. Discriminating colors |  |  |  |  |  |  | | 12. Dusty |  |  |  |  |  |
|  |  |  |  |  |  |  | | 13. Odors |  |  |  |  |  |
|  |  |  |  |  |  |  | | 14. Noisy |  |  |  |  |  |
|  |  |  |  |  |  |  | | 15. Working With others |  |  |  |  |  |
|  |  |  |  |  |  |  | | 16. Working around others |  |  |  |  |  |
|  |  |  |  |  |  |  | | 17. Working alone |  |  |  |  |  |