NCAA Athletics Compliance Officer

Job Code 00001253

General Description
This position will develop and implement a total compliance program that will ensure that Texas State University- San Marcos operates within the rules, regulations and procedures of the NCAA and Southland Conference.

Examples of Duties
Implement, coordinate, monitor and evaluate the university athletic compliance program within the NCAA and Southland Conference requirements. Conduct educational sessions and interpret NCAA rules for staff in the athletic department, athletic certification office, financial aid, admissions and residence life. Develop, schedule and present annual student-athlete orientation sessions. Prepare various NCAA compliance reports. Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: NCAA rules and Southland Conference rules; Texas State academic and admission requirements.

Skill in: Preparing clear, concise correct reports; presenting material effectively orally and in writing to individuals or groups; interpreting complex rules with many variations and apply them to changing situations.

Ability to: Operate NCAA Compliance Assistance Software; interpret complex rules with many variations and apply them to changing situations; establish rapport and work with a variety of clients.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements