Title: NCAA Compliance Officer

Pay Scale Group: 14

Essential Function

Under direct supervision from a designated administrator, assist with the direction, design and implementation of the NCAA Compliance Program.

Characteristic Duties

• Assist with the direction design, and implementation of the NCAA Compliance Program.

• Review and interpret NCAA legislation and recommend policy changes as needed.

• Collect, analyze and audit NCAA forms and related compliance documentation.

• Assist with investigations and assist with reporting problems relative to NCAA regulations.

• Develop training materials and assist with training on NCAA regulations.

Minimum Qualifications

• Bachelor’s degree and one (1) year experience; -OR- Associate’s degree and three (3) years experience; -OR- five (5) years experience. One (1) year experience in collegiate athletics.

Last updated: January 2007

An affirmative action/equal opportunity institution