

UNIVERSITY OF CALIFORNIA, LOS ANGELES (UCLA)

Associate Athletic Director, Compliance

The University of California, Los Angeles (UCLA) is accepting applications for the position of Associate Athletic Director, Compliance. This is a career, full-time position with a targeted salary range of \$85,000 - \$100,000/year with full health benefits and membership in the UC Retirement Plan. The Associate Athletic Director, Compliance will coordinate, implement, oversee, and evaluate all facets of the Department of Intercollegiate Athletics (DIA) Compliance Program. The position has functional responsibility for developing, organizing, and setting the strategic vision for the Compliance program and will ensure the department and all of its 25 successful athletic programs are in compliance with all department, university, conference, state, and NCAA rules and regulations. The Associate AD, Compliance shall assess the effectiveness of the program by developing and reviewing metrics of success and will make recommendations to the Director of Athletics and Senior Associate AD for long range programming, staffing, and budgeting based on requirements of the department, University, conference, and NCAA legislation. The various areas include department education, monitoring, investigations and other areas within the program that strengthen and enhance the athletic compliance effort. Position will inform and educate Athletic Department personnel, student-athletes, university staff (including the financial aid office), student support groups, donors/boosters, former student-athletes, and the public regarding NCAA rules and regulations. All aspects of recruiting, financial aid, academic eligibility will be administered. Any non-compliance issues will be investigated, reviewed, reported in a timely manner in conjunction with appropriate staff. The position will oversee the compliance and on-campus recruiting staffs. The Associate AD, Compliance will manage the Agent and Amateurism Program, Head Coach Responsibility Program, and assist with the administration of the Drug Testing Program. The position will evaluate compliance with admissions and eligibility criteria. Many of the tasks will require collaboration with a variety of department and University staff, including the Faculty Athletics Representative. Furthermore this position will serve as the department's administrative liaison in many areas in the department, on campus, within the Pac-12 Conference, and nationally through the NCAA in regards to Compliance matters.

All applicants should demonstrate the following abilities and requirements: The Associate Director must have a minimum of five years of progressively responsible experience in intercollegiate athletics compliance and management; Comprehensive understanding of NCAA rules and regulations; Detailed knowledge of Pac-12, Autonomy Five rules, department rules and regulations preferred; Experience of working at a large state university preferred ; Ability to communicate and build relationships with wide variety of constituents, including students, coaches, DIA staff, parents, institutional staff, NCAA and conference personnel, supporters and others, needed; Bachelor's degree is required, additional degree preferred as well; Must be skilled in managing and organizing personnel, equipment and material resources in order to provide the most efficient working environment; Knowledge of Title IX and Gender Equity policies and issues; Be able to analyze situations and systems, identify problems and implement objective and fair solutions; Make decisions on immediate problems within prescribed scope of authority, based on knowledge of policies and procedures, including pertinent NCAA, University, and state rules and regulations; Possess general knowledge of financial and personnel policies, principles and procedures in a central administrative University setting, as well as, general management principles; Have skill in prioritizing tasks to reflect the importance of the job; Utilize skills in hiring and training employees to perform a variety of tasks; Possess the ability to communicate and collaborate with personnel in an understandable manner; Employ excellent writing, editing, and oral communication skills to communicate effectively at a variety of levels including University executive management, officials of the NCAA and Pac-12, administrators, staff, and coaches; Have the ability to synthesize complex information, including legal and financial information, for presentation in a clear and comprehensive manner; Work cooperatively with other University departments in a complex administrative environment; Ability to travel and attend competitions at night and on weekends when required.

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Expressions of interest must be received by July 8th, 2016. All applicants must submit their cover letter, resume, references, and salary history via the following website link:

<https://hr.mycareer.ucla.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1408745228015>

Search by requisition # 24063. UCLA is an Affirmative Action/Equal Opportunity Employer.

Initial in-person interviews may be available June 13-15 in Dallas for candidates that apply by June 12 and attend Regional Rules.

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