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# Example of Assistant Director Compliance Job Description

Our growing company is searching for experienced candidates for the position of assistant director compliance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for assistant director compliance

* Play a vital role the departmental “CARA Monitoring Program” and associated initiatives
* Assist with departmental “Team Leader Monitoring Program”
* Coordinate and Monitor all Countable Athletically Related Activities logs inside the “ACS” online system
* Monitor and approve all declaration of season forms
* Coordinate and monitor all agent registration
* Monitor and coordinate institutional camp approvals
* Monitor and coordinate coach/SA involvement in non-institutional camps
* Assist with providing NCAA and PAC-12 rules interpretations
* Assist with research and preparation of NCAA SLR waivers as deemed applicable
* Assist with rules education program as assigned

## Qualifications for assistant director compliance

* Proficient with Microsoft Word, Excel, Access, Outlook and Publisher
* Assist with fiscal monitoring of Compliance Services budget and budgetary decisions
* Prepare and present training and educational materials to coaches, student-athletes and staff
* Work cooperatively with Athletics Department coaches, staff and student-athletes to monitor and manage all aspects of recruiting (Bylaw 13)
* Coordinate and monitor all recruit complementary admissions
* Coordinate and monitor varsity athlete pass lists for events