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# Example of Assistant Director Compliance Job Description

Our innovative and growing company is looking to fill the role 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

* Produce, send and ensure receipt of transfer release and permission to contact letters
* Monitor and approve prospective student-athlete ticket requests
* Prepare, organize, and administer a comprehensive NCAA rules education program for athletics staff, student-athletes, boosters/alumni and staff outside of athletics
* Provide NCAA and Big East rules interpretations for coaches, student-athletes, athletic department staff, constituency groups, boosters, and the Villanova community
* Review and approve all activities involving student-athletes and promotional activities, employment, and other requests
* Review and monitor Athletic Development, Athletic Communication and Marketing activities to ensure consistent compliance
* Serve as the Athletics Compliance Office lead for all sports in the areas of NCAA Bylaws 12 (Amateurism and Athletics Eligibility) & 16 (Awards, Benefits, and Expenses)
* Develop and implement the Elite Prospective Student-Athlete and Elite Student-Athlete Education and Monitoring program
* Serve as the Athletics Compliance Office liaison for the Athletic Business Office, Travel Coordinator, Villanova Athletic Fund, and Alumni Association in order to ensure compliance with NCAA bylaws
* Departmental responsibility for the strategic vision, goals, and initiatives associated with the medication quality and regulatory compliance

## Qualifications for assistant director compliance

* Experience overseeing a budget
* Experience with providing NCAA rules interpretations and presenting education sessions
* Experience with Compliance Assistant, NCAA, LSDBi and RSRO systems
* Bachelor's degree from an accredited college or university is required \* Experience with NCAA CA software and recruiting software programs
* 3-4 years of experience in sports administration, specifically in both compliance and basketball administration/operations
* Working knowledge of the collegiate basketball landscape as it relates to NCAA/Conference/Institutional bylaws and regulations