

Big Sky Conference

286 South 200 West Ste. 110 • Farmington, UT 84025
801-392-1978 • www.BigSkyConf.com



POSITION ANNOUNCEMENT

Assistant Commissioner of Compliance or Director of Compliance

The Big Sky Conference is seeking an Assistant Commissioner of Compliance or Director of Compliance. The successful candidate must be prepared to immediately assume all compliance operations within the Conference office as well as additional assigned duties.

This candidate will support the Conference and its members to promote and enforce all NCAA, Conference, and institutional rules, policies, and procedures. The successful candidate will demonstrate initiative and the ability to collaborate with fellow staff members and institutional personnel.

The Assistant Commissioner of Compliance or Director of Compliance will report to the Senior Associate Commissioner for Compliance & Governance / Senior Woman Administrator for all essential functions listed below and to the Deputy Commissioner for additional assigned responsibilities.

Essential functions include:

- Respond to interpretation requests from member institutions in a timely manner
- Coordinate a proactive and comprehensive program to educate members' student-athletes, coaches, staff, faculty, and boosters about NCAA and Conference rules
- Coordinate monthly meetings and agendas for Conference members' compliance staff
- Represent the Conference during CCACA meetings
- Review regularly all NCAA governance actions as well as materials from various national committees and councils, and disseminate information as appropriate
- Track and distribute edits to the Conference's Code
- Serve as liaison to Conference's Faculty Athletic Representative Council, Ethical Conduct Violations Committee, Legislative Review Committee, Eligibility Committee, and Student-Athlete Advisory Committee
- Oversee Name, Image, and Likeness programming and education
- Provide administrative and operational support for in-person and virtual meetings and Conference championships
- Manage implementation of assigned parts of the Conference's new strategic plan
- Has ability and willingness to travel as needed
- Complete other duties as assigned

Additional Duties: Candidate will be assigned additional duties based on successful candidate's background, experience, and interest, as well as those of the successful candidate from a concurrent hire. These responsibilities include but are not limited to serving as the Conference's administrator for

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select sport(s), overseeing IT functions and other operational needs for the Conference office, assisting with financial operations and payment of officials, supervising an intern, and liaising with the Conference's esports initiative.

Required Knowledge, Skills and Abilities:

- Strong interpersonal skills and excellent written and verbal communication skills
- Ability to work independently as well as desire to work in small and large group settings
- Extremely organized, a self-starter, and intrinsically motivated
- A proven ability to multi-task effectively, prioritize assignments and meet deadlines
- Efficient at using Microsoft Office suite and Adobe Acrobat regularly

To Apply: Applicants should submit one e-mail – with separate PDF attachments of a cover letter, a resume, and a list of at least three professional references with their contact information – with the subject line “Assistant Commissioner / Director of Compliance: <Applicant’s Last Name>” to jobs@bigskyconf.com. Review of applicants will begin immediately and continue until the position is filled.

Additional Info: Bachelor’s degree required and at least one year of full-time experience in collegiate athletics compliance at a university/college or conference office. Experience working with football is preferred. Annual salary will be between \$43,000 and \$55,000 based on experience, as will title. Full package of benefits provided. The Big Sky Conference is an Equal Opportunity Employer. Members of underrepresented groups are strongly encouraged to apply.

About the Big Sky Conference: Founded in 1963, the Big Sky Conference is an NCAA Division I conference competing in the Football Championship Subdivision. With 131 teams representing 14 institutions in 16 sports (seven men’s and nine women’s), the Big Sky prides itself on its “#ExperienceElevated” platform that emphasizes the unique traits and lifelong benefits that the conference and its member institutions provide to around 3,300 student-athletes each year. The conference has 10 full members (Eastern Washington University; the University of Idaho; Idaho State University; the University of Montana; Montana State University; Northern Arizona University; the University of Northern Colorado; Portland State University; California State University, Sacramento; and Weber State University) located in eight states across the western United States, plus two football affiliate members (California Polytechnic State University and the University of California, Davis) and two men’s golf affiliate members (Binghamton University and the University of Hartford). Conference members have won 12 NCAA team championships, including seven in football by five different members as well as five of the last six men’s cross country titles by NAU.

For more information, visit BigSkyConf.com and the Big Sky’s accounts on [Twitter](#), [Facebook](#), [Instagram](#), and [YouTube](#) at @BigSkyConf.