



# Position Specification

## Senior Director of Compliance and Academics

### THE ROLE:

The American Athletic Conference Senior Director of Compliance and Academics serves as the primary contact for Conference compliance and academic matters.

The position of Senior Director of Compliance and Academics is involved in all aspects of compliance and academics for the Conference's 22 sports. Strong communications skills and extensive knowledge of NCAA Division I legislation and interpretations are essential. The ability to work on short deadlines and balance multiple tasks daily is necessary.

### CANDIDATE PROFILE:


It is preferred that the successful candidate have a master's or JD degree and a minimum of five years of comparable experience in athletics compliance. Experience in working at an NCAA Division I institution/conference or at the NCAA national office is required. The candidate must have the ability to work effectively with various constituencies, practice sound judgment and use discretion with confidential information. Salary will be commensurate with experience.

### RELEVANT PERSONAL AND PERFORMANCE COMPETENCIES INCLUDE:

- ★ **Executing for Results in a Complex Multi-Stakeholder Environment.** Communicates proactively, transparently, and confidently. Strives for and achieves positive outcomes especially among a wide and diverse mix of constituents in a dynamic environment.
- ★ **Building Relationships.** Builds and sustains relationships across organizations and can influence a variety of audiences, including college athletics representatives, Conference staff, NCAA staff and other constituents. Leads by listening and actively seeks perspectives and weaves a diversity of interests into a common language and shared vision.

### SPECIFIC AREAS OF RESPONSIBILITY AND EXAMPLES OF DUTIES:

- ★ Research, analyze, and provide interpretations of NCAA legislation and Conference policies to member institutions.
- ★ Create and distribute educational information on NCAA and Conference rules and regulations for member institutions and Conference office staff.
- ★ Serve as a liaison to the Conference's Faculty Athletics Representatives.
- ★ Coordinate the Conference's Academic Consortium and Annual Symposium, including working with the FARs and host institution to plan and implement event logistics.

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- ★ Manage the Academic Consortium's grant programs, including coordinating the grant selection process and communicating with the grant recipients.

- ★ Coordinate the Conference's academic awards program, including the nomination, acceptance, and communication procedures. This will involve close contact with the academic directors and FARs.
- ★ Oversee the National Letter of Intent program for member institutions. Provide guidance to the coordinator and serve as a secondary liaison as necessary.
- ★ Assist the Senior Associate Commissioner with The American's Student Athlete Advisory Committee (SAAC) meetings and conference calls as required.
- ★ Review and process required compliance forms and Conference administered waivers as mandated by NCAA legislation.
- ★ Schedule, prepare the materials, and direct the monthly conference calls and annual in-person meetings with the member institutions' compliance staffs.
- ★ Assist in the planning of the annual Conference compliance seminar in conjunction with the Senior Associate Commissioner.
- ★ Coordinate the approval process for the Student Assistance Fund (SAF) and assist with the institutional reporting of SAF data to the NCAA.
- ★ Participate and attend all CCACA conference calls and its annual in-person meeting.
- ★ Attend NCAA Regional Rules Seminars annually.
- ★ Assist with other tasks as assigned.

#### APPLICATION PROCESS

A letter of application, resume, and three professional references should be forwarded to Ellen M. Ferris, Senior Associate Commissioner for Governance and Compliance, at [eferris@theamerican.org](mailto:eferris@theamerican.org). All materials, including references, must be submitted with the application. Only applicants with completed files will be considered. Review of applications will begin immediately and will continue until the position is filled.

Compensation is commensurate with qualifications and experience and includes participation in the Conference's employee benefit plan. This position is based in Irving, TX. The American Athletic Conference is an equal opportunity employer. The Conference does not discriminate against applicants for employment on the basis of their membership in any protected class under federal or state law.

#### ABOUT THE AMERICAN ATHLETIC CONFERENCE

*The American Athletic Conference (The American), a member of the NCAA, was reconstituted in 2013. With the Conference office in Irving, Texas, The American is comprised of the following institutions: UCF, Cincinnati, East Carolina, Houston, Memphis, Navy (football only), USF, SMU, Temple, Tulane, Tulsa, and Wichita State (basketball and Olympic sports). Under the leadership of Commissioner Mike Aresco, The American sponsors 22 championships – 10 for men and 12 for women; is a member of the College Football Playoff; has television partnerships with ESPN and CBS Sports; in the spring of 2019, signed a landmark television agreement with ESPN that commenced in 2020-21; and has a marketing partnership with Learfield IMG College. For more information, please visit [www.TheAmerican.org](http://www.TheAmerican.org).*