



**Assistant Athletic Director, Compliance
The Ohio State University
Department of Athletics**



This position serves as a member of the department's leadership team, reports to the Associate Athletic Director/Compliance and works in conjunction with the compliance staff to implement NCAA, Big Ten and The Ohio State University regulations. This position will work exclusively with the football program. Duties include, but are not limited to: providing interpretative assistance to coaches, administrators, student-athletes and representatives of the university; developing rules-education curriculum to provide effective updates on relevant legislation for administrators, student-athletes and representatives of the university ; coordinating all facets of the student-athlete reinstatement and self-reporting process; serve as liaison to the NCAA Initial-Eligibility Clearinghouse; and representing the compliance office at selected department, and university meetings and will serve on various committees. This position works in a high pressure environment with sensitive and confidential information requiring a high degree of integrity and personal accountability.

Bachelor's Degree is required; J.D., or Master's Degree is desired. Extensive experience in an athletic compliance setting at an institutional, conference or national association level. Experience with NCAA Compliance Assistant internet. Excellent written and verbal communication skills and strong presentation skills. Ability to work with diverse campus constituencies. Ability to work with confidential information in a high pressure environment.

The deadline for applications is Sunday, February 19, 2012. All interested candidates must complete an on line application for position requisition 366085 at <http://jobs.osu.edu>. To build a diverse workforce, Ohio State encourages applications from individuals with disabilities, minorities, veterans and women. EEO/AA employer.