

Athletics Compliance Coordinator

Job Code: 6921

Salary Grade: S08

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for supporting the university's intercollegiate athletics program by ensuring compliance with NCAA, conference, and institutional regulations. Monitors a wide range of compliance areas related to student-athletes, including eligibility, financial aid, recruiting, awards, and other relevant areas.

- Monitors compliance in areas such as complimentary admissions, camps and clinics, practice and playing seasons, student-athlete awards and benefits, employment, vehicle use, drug testing, and team/postseason travel
- Manages student-athlete eligibility processes, including initial eligibility reviews, amateurism certification, and coordination of the walk-on process
- Conducts recruiting monitoring for assigned sports
- Oversees student-athlete financial aid and scholarship compliance
- Reviews and tracks facility usage, foundation and medical expenses, outside consultant registration, equipment purchases, and team-building or entertainment activities
- Monitors social media, websites, message boards, and other public communications for potential compliance issues
- Distributes and ensures timely completion of required NCAA and institutional compliance forms
- Assists with legislative and governance processes, including background checks for student-athletes
- Supports preparation of NCAA waiver requests and violation reports
- Conducts regular compliance spot checks and internal audits
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Bachelor's degree

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree

Experience:

- None

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Strong attention to detail to ensure accuracy in data and information
- Effective communication and interpersonal skills with the ability to build rapport quickly with students, faculty, and staff
- Ability to interpret and apply policies and procedures accurately and consistently
- Proactive problem-solving skills with the initiative to address issues in a timely and efficient manner
- Exceptional organizational skills and the ability to manage multiple projects and meet deadlines
- Ability to handle confidential and time-sensitive information with discretion and professionalism
- Strong analytical skills to assess complex information and ensure regulatory compliance

Working Conditions

Physical:

Sit for prolonged periods. Communicate effectively. Ability to engage in repetitive motion.

Environmental:

Standard office environment.



JOB DESCRIPTION

The UNIVERSITY *of* OKLAHOMA

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