



# Baylor University

SCHOOL OF EDUCATION

## Sport Management Graduate Program



### Graduate Assistant Program in Compliance

Initiated in the fall of 2016, the Baylor Athletic Department Graduate Assistantship Program has been developed to create a two-year paid apprenticeship-style experience within a specific area of athletic administration under the mentorship of established leaders in that field. Students in this program are selected from a national search process and complete a 36-credit hour master's degree in Sport Management while completing the graduate assistantship duties.

#### General Expectations:

- Work diligently and professionally
- Meet established deadlines
- Communicate regularly on your progress on assigned tasks
- Report for work on time and in the appropriate professional attire
- Complete 20 hours of service each week to the designated program within the Athletic Department
- Promote the program positively throughout the campus and the Waco community

**SPORT MANAGEMENT GRADUATE PROGRAM**  
SCHOOL OF EDUCATION • DEPARTMENT OF EDUCATIONAL ADMINISTRATION  
One Bear Place # 97312 • WACO, TEXAS 76798-7312  
254-710-3117

# Specific Job Duties and Expectations

## Position 3

Job Title: **Graduate Assistant in Compliance**

Department Supervisor: Chad Jackson, Senior Associate Athletic Director

Work Supervisor(s): Jayson Santos, Assistant Athletic Director

Office Location: Simpson Athletics & Academic Center, Compliance Suite

Expected Job Duties:

- Operations: Assist with NCAA, Big 12, and University rule interpretations, monitoring, and education for all constituents including coaches, student-athletes, boosters, prospects, fans, and administrators. More specifically:
  - Work with each full-time staff member to provide support to her/his areas
  - Research, analyze, and assist with providing interpretations of NCAA and Big 12 rules using the NCAA Division I Manual, NCAA Legislative Services Database (LSDBi), and Big 12 rules
  - Monitor and assist with review of information submitted to the Compliance staff, including CARA logs and requests for donations from charitable organizations
  - Assist with preparing waiver requests
  - Create and update compliance-related forms, monthly overview reports to sport staffs, and educational documents
  - Maintain the interpretations and education trackers
- Communication: Maintain communication with administration relative to compliance issues, education, interpretations, etc.
- Compliance: Maintain working knowledge of and adherence to all NCAA, Big 12 Conference, and institution rules and regulations and to communicate immediately any possible infractions of such rules and regulations to the Athletics Compliance staff.
- Projected 20 hours per week. Evenings and weekends as needed.
- Other duties as assigned.

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