

Assistant Athletic Director Compliance and Administration
Tufts University

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Posted Jul. 23, 2025, set to expire Dec. 31, 2025

Job Title	Assistant Athletic Director Compliance and Administration
Department	Tufts Athletics
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 23, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Athletics
Job Website	https://jobs.tufts.edu/jobs/22099?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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Located five miles from downtown Boston, Tufts University is a Division III member of the National Collegiate Athletic Association (NCAA) and the highly-competitive New England Small College Athletic Conference (NESCAC). Tufts students participate in 30 varsity sports, 32 club sports and a number of intramural sports. Tufts Athletics has won fifteen NCAA team championships since 2010 and has finished in the top 10 of the Learfield Sports Directors' Cup in each of the last 12 years, including winning the Director's Cup in 2021-2022 as the top Division III Athletic Department in the nation. Tufts Athletics oversees the Physical Education Department and manages all athletics facilities, including the Steve Tisch Sports & Fitness Center which opened in 2012. The Department of Athletics provides student-athletes a dynamic, transformational experience on and off the field. They experience the joy of personal growth inherent in high level competition, while cultivating lifelong connections with teammates, the Tufts community and the world around us.

What You'll Do

The Assistant Athletic Director for Compliance and Administration serves as the Department of Athletics' primary compliance officer, overseeing compliance with all University, NESCAC and NCAA policies, procedures, rules and regulations. The Assistant AD facilitates and manages interpretations of legislation, provides guidance and training to coaches, staff and student-athletes and ensures the coordination, tracking and reporting of all required submissions, certifications and trainings for the Department of Athletics. The Assistant AD is one of the core members of the Department of Athletics' senior administrative team, provides advice to the Director on major decisions impacting the Department, contributes to the development of the long-term vision and strategic plan for Tufts Athletics and supports the Director in the overall leadership of the department.

Essential Functions

- Oversee compliance for the Tufts Department of Athletics with University, NESCAC, NCAA and other affiliate organizations' policies, procedures and protocol; Interpret legislation, provide guidance, education and training, and ensure compliance with all association bylaws, mandates, regulations and deadlines; Monitor potential and proposed changes to NESCAC and NCAA legislation.
- Coordinate and manage the tracking of all required trainings and certifications for Tufts coaches, staff and student-athletes; Manage the seasonal distribution of student-athlete compliance forms and hold team educational meetings as necessary;
- Manage and track team rosters, academic progress and playing and practice seasons; Ensure student-athlete eligibility, coordinating with the Registrar and Advising Deans as appropriate;
- Partner with the University's chief compliance officer on compliance initiatives, aligning athletics compliance activities to the broader university-wide compliance framework; Liaise and partner with campus offices on compliance-related matters, including the Registrar, Academic Deans, Financial Services, Admissions, Office of Institutional Research, Office of Equal Opportunity, and the Dean of Students;
- Serve as a member of the Department of Athletics senior administrative team; Provide advice to the Director of Athletics on major decisions impacting the Department, Contribute to the development of the long-term vision and strategic plan for Tufts Athletics and support the Director in the overall leadership of the department;

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What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired by a bachelor's degree and 3-5 years of Athletics administrative and compliance experience degree
- Comprehensive knowledge of NCAA rules, regulations, processes, interpretations, appeals and governance;
- Commitment to providing leadership, guidance and support to a high-functioning, driven and passionate coaching staff;
- Proven ability to relate well to coaches, student-athletes and other compliance constituency groups;
- Strong organizational, interpersonal, verbal, and written communication skills;
- Experience using intercollegiate athletics software programs such as LSDBi and Teamworks;
- Ability to compile data and prepare, write, and review reports;
- Outstanding work ethic and demonstrated willingness to work evening and weekend hours.

Preferred Qualifications:

- Prior experience supervising collegiate coaches
- Prior competitive experience as a collegiate student-athlete
- Masters Degree

Pay Range

Minimum \$65,900.00, Midpoint \$82,300.00, Maximum \$98,800.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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