



**University of Southern California**  
**Executive Senior Associate Athletic Director, Administration & Risk**

**About the University of Southern California**

The University of Southern California (USC) is one of the world's leading private research universities. An anchor institution in Los Angeles and a global center for arts, technology, and international business, USC is also one of the largest private employers in the City of Los Angeles. We are searching for exceptional individuals to help us fulfill our mission: developing individuals and society as a whole through the cultivation and enrichment of the human mind and spirit. As an employee of USC, you will be part of a world-class research university and a member of the "Trojan Family," which is comprised of the faculty, students, and staff that make the university what it is.

World-renowned for its unparalleled combination of academic and athletic prowess, USC has a storied history of collegiate and Olympic success. The vision of the USC Department of Athletics is to be the most student-athlete centered athletics program in the country. USC Athletics is committed to serving and empowering its student-athletes by providing the support, resources, and environment for student-athletes to pursue a world-class education; engage in a meaningful and fulfilling college experience; transform into the best versions of themselves; compete for championships; and prepare to thrive after USC. A member of the Big-10 Conference and Mountain Pacific Sports Federation, USC is proud to support nine men's (baseball, basketball, football, golf, swimming and diving, tennis, track and field, volleyball, water polo) and 12 women's (basketball, beach volleyball, cross country, golf, lacrosse, rowing, soccer, swimming and diving, tennis, track and field, volleyball, water polo) teams across 12 athletics venues.

**About the Position**

The Executive Senior Associate Athletic Director, Administration & Risk will serve as the primary liaison between USC's Athletic Department and University Human Resources (UHR), Office of General Counsel (OGC) and Office of Athletics Compliance (OAC).

Reporting to the Director of Athletics with a dotted line relationship to the Senior Vice President of Human Resources, Ethics & Compliance, this role oversees athletics-related human resources, compliance, risk management, and legal operations. The Executive Senior Associate Athletic Director partners with university leadership to support workplace culture, employee engagement, hiring and onboarding, compliance initiatives, contract administration, and evolving legal matters impacting college athletics.

**Roles and responsibilities:**

**Human Resources & Employee Relations**

- Oversee Athletics recruitment, hiring, onboarding, and performance management in alignment with university policies and practices.
- Partner with UHR to support employee relations matters, including conflict resolution, disciplinary actions, compensation strategy, and salary equity reviews.
- Collaborate with UHR and WorkWell to implement employee training and professional development programs.
- Ensure Athletics policies and practices comply with university standards and applicable employment laws.
- Meet regularly with UHR partners to align priorities and support implementation of HR initiatives.

## **Legal, Risk & Compliance**

- Serve as Athletics' primary liaison to OGC and OAC on legal, compliance, labor, and risk-related matters.
- Manage NIL licensing agreements, employee contracts, incentive payments, and ContractLogix administration.
- Support NIL Go administration and monitor transactions for compliance.
- Coordinate with OGC on athletics business agreements, policy development, dispute resolution, litigation matters, and risk management.
- Monitor developments related to NCAA, Big Ten, labor relations, sports law, and related regulatory matters.
- Support Athletics Compliance initiatives, including NCAA, CSC, and Big Ten education and compliance efforts.
- Oversee protection of Athletics intellectual property, including trademark and copyright compliance.

## **General Responsibilities**

- Serve as a member of the Athletics Executive Team and as a sport administrator as assigned.
- Advise leadership on sensitive employee and operational matters in collaboration with UHR and OGC.
- Maintain legal and employee records and documentation.
- Assist with crisis management involving personnel, legal, or workplace issues.

Perform other related duties as assigned. The university reserves the right to add or change duties at any time.

## **Minimum Qualifications:**

- Bachelor's degree in Human Resources, Business Administration or related field(s); combined experience/education qualifies as a substitute for minimum education
- Eight (8) years of experience within human resources management with an understanding of labor relations, employee benefits and workplace compliance; combined experience/education qualifies as a substitute for minimum experience
- Six (6) years of experience within a management role
- Experience in contract negotiation/administration and dispute resolution
- Excellent communication, negotiation, and interpersonal skills
- Ability to work in a fast-paced environment, managing multiple priorities and meeting deadlines
- Strong problem-solving skills, with the ability to think strategically and provide practical solutions
- Demonstrated ability to maintain confidentiality and handle sensitive information
- Legal experience with understanding of applicable laws and regulations
- Experience with risk management

## **Preferred Skills & Experience:**

- Juris Doctor (JD) degree from an accredited law school and admission to the bar in the applicable jurisdiction (please note this role will not serve as a practicing attorney)
- 10 years of work experience within human resources management with an understanding of labor relations, employee benefits and workplace compliance
- Experience working within college athletics or professional sports
- Knowledge of the collective bargaining process and/or cap salary management
- Experience managing employee training and development programs
- Proven experience in legal practice with a focus on sports law, employment law, or corporate law
- Complete and working knowledge of NCAA rules and regulations

## **Application Process**

The University of Southern California invites letters of nomination, applications or expressions of interest to be submitted to the search firm assisting the University. Applications should include a cover letter, current resume or curriculum vitae, and a list of professional references. Confidential review of materials will begin immediately and continue until the appointment is made. For full consideration, application materials should be submitted at Parker Executive Search's website.

For additional information, please contact:

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## **Additional Information**

The annual base salary range for this position is \$240,000-\$275,000. When extending an offer of employment, the University of Southern California considers factors such as (but not limited to) the scope and responsibilities of the position, the candidate's work experience, education/training, key skills, internal peer alignment, federal, state, and local laws, contractual stipulations, grant funding, as well as external market and organizational considerations.

To support faculty and staff well-being, USC provides benefits-eligible employees with a broad range of benefits and perks to help protect their and their dependents' health, wealth, and future. These benefits are available as part of the overall compensation and total rewards package.

*USC is an equal opportunity employer.*