

Jane Teixeira

J.Teixeira

Professional

SENIOR ASSOCIATE COMMISSIONER/SENIOR WOMAN ADMINISTRATOR ~

The PacWest Athletic Conference (Irvine, CA) (July 2017-Present)

- Communicate, participate and collaborate with Presidents and high level executives on issues facing conference and member institutions
- Monitor and develop responses to legislative proposals/bills at local, state, association level
- Sport Supervisor of four conference sports (WVB, M/WGO, WSB)
- Establish strategic planning initiatives for conference
- Initiate, develop, coordinate and execute health/wellness, leadership and life skills events
- Organize, manage and direct Conference Tournaments
- Sponsor of conference SAAC and lead, develop and coordinate annual conference SAAC retreat
- Manage conference budget, reports and allocations
- Lead and manage conference compliance personnel, senior woman administrators, conference intern program, FARs, Sports Medicine and coaches
- Manage day to day conference office operations and staff
- Represent conference office at National committee meetings
- Vice Chair of the NCAA Division II Committee on Infractions
- Conference Chief Compliance Director and contact with all Conference members and the NCAA
- Lead and develop Title IX and Gender Equity education for conference members

Education

University of Oklahoma

College of Law
Juris Doctor ~ May 2005

Southwest Texas State University/Texas State University

Masters of Education ~August 2003 – *Cum Laude*
Concentration ~ Physical Education/Sports Administration

University of Texas-Austin

Bachelors of Science ~ May 1999
Major ~ Applied Learning and Development/Sport Management
Minor ~ Communications

ASSOCIATE COMMISSIONER/SENIOR WOMAN ADMINISTRATOR ~

The PacWest Athletic Conference

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- Manage conference budget, reports and allocations
- Lead and manage conference compliance personnel, senior woman administrators, conference intern program, FARs, Sports Medicine and coaches
- Manage day to day conference office operations
- Represent conference office at National committee meetings
- Member of the NCAA Division II Committee on Infractions
- Co-Chair of Conference Compliance Administrators Association
- Conference Chief Compliance Director and contact with all Conference members and the NCAA
- Lead and develop Title IX and Gender Equity education for conference members

**ASSISTANT COMMISSIONER/SENIOR WOMAN ADMINISTRATOR ~
The PacWest Athletic Conference**

(Irvine, CA) (August 2011- July 2014)

- Sport administrator for four of nine conference sports (WVB, M/WGO, WSB)
- Conference Chief Compliance Director and developed the first system of conference compliance education
- Sponsor of Conference SAAC administrator and coordinate the annual conference SAAC retreat
- Supervised, coordinated and manage conference championships and sport regulations
- Supervised and managed NCAA Division II Conference Grant
- Initiated and promoted professional and leadership development opportunities for student-athletes, compliance personnel and SWAs
- Oversee day to day conference office operations
- Member of the NCAA Division II Committee on Infractions

DIRECTOR OF NCAA COMPLIANCE ~ University of Southern California

(Los Angeles, CA) (January 2009- August 2011)

- Manage and supervise all compliance operation and administrative functions including planning, program evaluation, policy implementation, interpretation, education, external representation, and budget major contribution to design of compliance program's content, policies and planning efforts.
- Conducted student-athlete exit interviews
- Liaison to Sports Medicine, Equipment Operations and Degree completion
- Supervision and management of Assistant Compliance Directors and Interns
- Develop strategic plans of required limitations per NCAA Committee action.
- Initiated and managed the annual NFL Pro Day and Professional Athlete Agent Program.

ASSISTANT DIRECTOR FOR MEMBERSHIP SERVICES/STUDENT-ATHLETE REINSTATEMENT ~ NCAA (Indianapolis, Indiana) (July 2007- January 2009)

- Worked with Leadership Development staff on Life Skills events
- Supervised and managed NCAA community service program (YES Clinic) in connection to NCAA Men's Final Four
- Identified, initiated guidelines and precedent with regard to Student-Athlete Reinstatement
- Liaison to Division III Student Athlete Reinstatement Committee
- Led orientation sessions with the Presidents, steering committee and other campus constituents about the athletics certification process
- Supervised and managed on-campus evaluations

SENIOR ASSOCIATE ATHLETIC DIRECTOR/SWA ~ Texas A&M International University (Laredo, Texas) (March 2006-July 2007)

- Led, managed institution's membership transition to NCAA Division II
- Developed and led a community outreach and Student-Athlete Life Skills program
- Allocated and maintain Scholarship & Operations Budgets of up to \$2 million for all sports
- Supervised six sports (WBB, WSO, M/WGO, MBA, WVB)
- Provide leadership in attaining Title IX compliance by developing, implementing a comprehensive Gender equity plan
- Responsible for completion of EADA/Gender Equity, Graduation/Academic success rate annual reports and Institutional Self Study Guide (ISSG)
- Sponsored Student –Athlete Advisory Committee
- Conducted athletic letter winner award program and annual awards banquet
- Chair of hiring search committee for Women's Basketball Head Coach
- Created and published the institution's Student-Athlete handbook
- Director of NCAA Athletic Compliance Department
- Head Softball coach

COMPLIANCE INTERN~ University of Oklahoma Athletic Department
(Norman, Oklahoma) (August 2003-April 2004)

- Developed data sheet for student-athlete awards
- Interpretation of prospective recruit eligibility for on-campus visits
- Interpretation of NCAA rules & regulations; Working knowledge with LSDBi

ASSISTANT TO THE ATHLETIC DIRECTOR ~ University Interscholastic League (UIL) (Austin, Texas) (1999-2002)

- Directed and supervised State Championships (Tennis)
- Provided written and verbal rules interpretation of athletic eligibility for student-athletes
- Foreign Exchange Waiver Officer
- Created and implemented a Parent-Student Rules Manual
- Assistant Director State Championship for Softball, Cross Country and Swimming

Organizational Involvement & Honors

Member of the Arizona Bar Association (July 2006-Present)

Managers on a Mission Board Member (April 2019- Present)

NCAA Leadership Institute Graduate (Summer 2013, 2014)

MOAA/NCAA Division II Governance Academy Class of 2012 Sport

Management Institute – Graduate Class of 2011

University of Oklahoma College of Law “Just Dessert” Award Recipient & Dean’s Council Mentors

Southwest Texas State University - Cum Laude Honors ~ Graduation 2003

University of Texas-Austin - ••Varsity Softball Student-Athlete ~1996,1997, 1998, 1999 ••Dean’s List ~ 1998,1999••Sue

Culver Endowed Scholarship Award recipient ~ 1997••Big XII Commissioner’s Honor Roll ~ 1997,1998,1999••All Big XII

First Team Academic ~ 1999••Most Valuable Player ~ University of Texas 1999••Big XII All Tournament First Team ~

1999••Nations Bank Community Champion ~ 1999••Two-Time Draftee Women’s Professional Fastpitch League ~

1998, 1999