

## DRAFT – June 18, 2018

### ATHLETICS JOB FAMILY – ATHLETICS MANAGEMENT

**JOB FAMILY CONCEPT:** The Athletics job family is responsible for providing operational support, administrative and professional guidance, management, and strategic planning for varsity sports programs. The Athletics job family develops student athletes through academic and personal mentoring, coaching, and training. Athletics roles must adhere to university, NCAA or NIRA, and conference rules and regulations.

#### **ATHLETICS MANAGEMENT**

The Athletics Management role provides leadership, direction, training, revenue generation, and management for athletics operations. The Athletics Management role sets strategic direction and develops and manages budgets. This role interprets, sets, and develops processes, procedures, policies, initiatives, and identifies alternative methods to accomplish goals while maintaining and ensuring compliance with university, NCAA, and conference rules and regulations.

The **Athletics Management** role is distinguished from other management roles by its primary focus on management of an Athletics department.

#### **ATHLETICS MANAGEMENT 1**

##### Typical Functions

- Manages operations, budget, and personnel of a specialized athletic area.
- Partners with leadership to develop new programs or services for student athletes.
- Develops and implements unit procedures.
- Manages relationships with external and internal clients.
- Serve in an advisory role to committees.
- Contributes to the development of budget and long-range plans.
- May perform professional functions similar to work of those supervised.

##### Complexity and Decision Making Authority

Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is given. Establishes unit policies and procedures.

##### Knowledge, Skills, and Abilities

Knowledge of university, NCAA, and conference rules and regulations. Advanced knowledge of one or more athletics specialty areas. Leadership skills. Ability to communicate effectively both verbally and in writing with diverse audiences. Ability interpret and implement complex rules and regulations. Ability to gather and evaluate information and make effective recommendations.

##### Education/Experience

Bachelor's degree in relevant field and three to five years progressively responsible work experience, or an equivalent combination of education, training, and experience. Supervisory experience required. Relevant certification may be required. Advanced degree in relevant field preferred.

#### **ATHLETICS MANAGEMENT 2**

##### Typical Functions

- Manages operations, budget, and personnel of multiple units or a large specialty area.
- Directs the work of other managers, professionals, and support staff.

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- Establishes and implements future direction of unit.
- Translates strategic plans into operational plans.
- Represents the unit with internal and external constituents and manages relationships.
- Enforces policies and procedures.
- Authorized to solve complex problems and recommend corrective action.
- Participates in the development of long-range and strategic plans.

### Complexity and Decision Making Authority

Resolves complex, controversial or unprecedented issues and problems, and demonstrates sound judgment by considering values, risks, impact and implications of actions throughout university.

### Knowledge, Skills, and Abilities

Knowledge of university, NCAA, and conference rules and regulations. Applies expert level knowledge of multiple athletics specialty areas. Leadership skills. Ability to communicate effectively both verbally and in writing with diverse audiences. Ability interpret and implement complex rules and regulations. Ability to gather and evaluate information and make effective recommendations.

### Education/Experience

Bachelor's degree and five to seven years relevant, progressively responsible experience, or an equivalent combination of education, training, and experience. Supervisory experience required. Relevant certification may be required. Advanced degree in relevant field preferred.

## **ATHLETICS MANAGEMENT 3**

### Typical Functions

- Directs operations, budget, and personnel of a large, complex unit with significant program impact and implications.
- Provides leadership to a large group of cross-functional teams including managers, professionals, and support staff from diverse areas.
- Oversees and develops programs or services to meet needs.
- Serves on the leadership team for the unit and makes significant contribution.
- Serves in leadership roles on committees to represent the unit or university.
- Provides significant strategic resource allocation plans and financial analyses.
- Gains support when negotiating and working with external organizations and agencies to accomplish goals.
- Allocates resources to fund needs.
- Develops, implements, and measures progress of long-range and strategic plans.

### Complexity and Decision Making Authority

Decisions have far-reaching impact. Acts with substantial discretion. Develops innovative solutions for difficult, complex and systematic problems that may have precedent setting implications for the area supervised.

### Knowledge, Skills, and Abilities

Knowledge of university, NCAA, and conference rules and regulations. Applies broad level knowledge in multiple, sometimes conflicting, or unrelated athletics areas. Knowledge of planning process. Leadership and management skills. Ability to communicate effectively both verbally and in writing with diverse audiences.

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### Education/Experience

Bachelor's degree and seven to ten years relevant, progressively responsible experience, or an equivalent combination of education, training, and experience. Relevant certification may be required. Advanced degree in relevant field preferred. Substantial experience supervising groups of employees with varying levels of expertise.

### **ATHLETICS MANAGEMENT 4**

#### Typical Functions

- Directs daily operational activities of athletics department to allow Athletics Director to focus on broader strategic initiatives.
- Typically serves as the second in command for the department.
- Provides leadership to other Athletics Management staff.
- Consults with and advises senior leadership on issues and makes recommendations for solutions to problems, on capital projects, and the development of department vision, mission and strategy.
- Manages relationships with external constituents.

#### Complexity and Decision Making Authority

Decisions have departmental impact. Develops strategies and makes decisions.

#### Knowledge, Skills, and Abilities

Knowledge of university, NCAA, and conference rules and regulations. Applies expert level knowledge in multiple, sometimes conflicting, or unrelated athletics areas. Leadership and management skills. Ability to gain support among a diverse group of constituents. Ability to accurately assess issues and recommend effective solutions to high level problems.

### Education/Experience

Bachelor's degree and more than 10 years relevant, progressively responsible experience, or an equivalent combination of education, training, and experience. Relevant certification may be required. Advanced degree in relevant field preferred. Substantial experience supervising large groups of employees with varying levels of expertise.

### **ATHLETICS MANAGEMENT 5**

#### Typical Functions

- Directs Athletics department employees, operations, and resources.
- Develops strategic plans for department and works with management to develop individual sport or unit strategic plans.
- Develops resources through fund development, sponsorships, and special events.
- Develop and enforce policies.

#### Complexity and Decision Making Authority

Decisions have departmental impact and may impact other related campus departments. Develops strategies and makes decisions that have precedent setting implications for the department and potentially the university.

#### Knowledge, Skills, and Abilities

Expert level knowledge of university, NCAA, and conference rules and regulations. Knowledge of fundraising principles and practices. Applies expert level knowledge in multiple, sometimes conflicting, or unrelated athletics areas.

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Leadership and management skills. Budget management skills. Ability to gain support among a diverse group of constituents. Ability to accurately assess issues and recommend effective solutions to high level problems.

Education/Experience

Master's degree and more than 10 years relevant, progressively responsible experience, or an equivalent combination of education, training, and experience. Relevant certification may be required. Management experience with a large athletic department with multiple sports.