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ATHLETICS JOB FAMILY – OPERATIONS

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.

OPERATIONS

The Operations role is responsible for coordination of operations for athletic sports.

OPERATIONS 1

Typical Functions

- Organizes equipment rooms and storage areas
- Distributes equipment to players, and manages equipment database
- Maintains inventory of equipment
- Repairs or replaces equipment and apparel as necessary
- Purchases apparel and equipment
- Fits apparel and equipment according to manufacturer's specifications
- Transport equipment to games and practices
- Disinfects equipment and locker rooms
- Identifies safety concerns and reports issues to maintenance staff
- Launder and maintain athletic gear and apparel
- Displays, distributes or purchases equipment and apparel in compliance with licensing agreements
- Supervise student employees

Complexity and Decision Making Authority

Knowledge, Skills, and Abilities

Knowledge of applicable sport and equipment and apparel needs. Knowledge of procurement and purchasing practices. Knowledge of inventory management. Excellent communication skills. Ability to work in a fast paced environment and multi-task. Ability to understand and interpret licensing agreements.

Education/Experience

One to two years relevant experience.

Licenses/Certifications

Equipment Manager's Certification (AEMA) preferred.

OPERATIONS 2

Typical Functions

- Coordinates travel which includes planning, transportation, meals, itineraries and expenses
- Coordinates daily coach and player schedules
- Assists with monitoring budget
- Manages and coordinates summer, off-season, and pre-season sports camps

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- Manages team equipment and apparel orders
- Acts as a liaison between the sport and internal and external stakeholders
- Acts as an academic liaison between players and student support services offices
- Assists with donor relations
- Schedules games and practices for sport
- Ensures operations and activities comply with applicable rules and regulations
- Manages required documentation
- Coordinates off-season team activities
- Coordinates operations of multiple functional areas during sporting events
- Assist with recruiting efforts, including maintaining databases, researching prospects, coordinating recruiting visits, communicating with high schools, and organizing prospect evaluations
- Supervises students and support staff

Complexity and Decision Making Authority

Knowledge, Skills, and Abilities

Knowledge of applicable sport. Knowledge of applicable rules and regulations. Organizational skills. Ability to communicate effectively both orally and in writing. Ability to work in a fast paced environment and make sound decisions on the spot.

Education/Experience

Bachelor's degree in a related field and one year relevant experience, or an equivalent combination of education, training, and experience.

OPERATIONS 3

Typical Functions

- Captures, edits, and uploads film and data into database
- Analyzes and evaluates film to assist with game or special team strategy
- Manages social media for coaching staff
- Researches and provides recruiting data to coaches
- Represents team and program to prospects during campus visits
- Provides work direction to students and support staff

Complexity and Decision Making Authority

Knowledge, Skills, and Abilities

Knowledge of applicable sport. Knowledge of specialized software. Knowledge of applicable rules and regulations. Organizational skills. Ability to analyze and evaluate information for competition planning. Ability to communicate effectively both orally and in writing. Ability to work in a fast paced environment and make sound decisions on the spot.

Education/Experience

Bachelor's degree in a related field and one year relevant experience, or an equivalent combination of education, training, and experience.

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OPERATIONS 4

Typical Functions

- Coordinates travel which includes planning, transportation, meals, itineraries and expenses
- Coordinates daily coach and player schedules
- Manages sport budget
- Directs sports camps
- Engages in donor relations activities to secure funds
- Monitors player academics to ensure progress toward degrees, and suggests interventions as necessary
- Assists with player development including developing life skills
- Acts as program administrator and leads operations, student, and support staff
- Interprets, and ensures compliance with, applicable rules and regulations

Complexity and Decision Making Authority

Knowledge, Skills, and Abilities

Advanced knowledge of applicable sport. Knowledge of applicable rules and regulations. Knowledge of player development. Organizational skills. Ability to communicate effectively both orally and in writing. Ability to work in a fast paced environment and make sound decisions on the spot. Ability to interpret and apply rules and regulations. Ability to mentor and motivate student athletes.

Education/Experience

Bachelor's degree in a related field and two to three years relevant experience, or an equivalent combination of education, training, and experience.