



## JOB INFORMATION

Job Code:	131107
Job Title:	Athletic Program Manager I
FLSA Status:	Exempt
Supervisory:	
Job Family:	Athletics Coaching/Program Management Operations
Job Family Group:	Athletics
Management Level:	5 Manager

## JOB SUMMARY

Manages a major program for student athletes or a major program supporting key athletic functions such as recruitment or game management. Reports directly to the Athletic Director who shares responsibility for program policy and management. Directly supervises program operations and administrative functions to include planning and scheduling, program evaluation, policy implementation, personnel administration, budget, public relations, fundraising and proposal development. Contributes to the design of program content, policies and strategic planning efforts.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

### Additional Education

*Check here if experience may substitute for some of the above education.*

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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### Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Directly related athletic program management experience in NCAA Division I
X		Complete and working knowledge of NCCA rules and regulations.
X		Strong interpersonal and written communication skills.
	X	Special education, licensing or certification requirements may exist based on program content.

## Other Job Factors

### JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Plans, organizes and implements a major program for student athletes or a major program supporting key athletic functions such as recruitment or game management. Works closely with coaches and other department managers to plan and develop program objectives and content. Researches and identifies trends and needs and establishes program directions accordingly. Links program with other relevant internal and external departments and organizations.				
Develops and recommends program operating and administrative policies. Manages the dissemination, interpretation and application of program policies and recommends approval of exceptions.				
Maintains currency and ensures program compliance with all university and NCAA rules and regulations. Monitors NCAA changes and analyzes for impact to program operations.				
Manages the delivery of services to targeted program participants or beneficiaries. Sets and communicates program priorities and performance standards and assesses operations using these criteria. Plans and conducts quality assurance reviews and recommends changes as appropriate. Develops and maintains automated or manual systems and procedures to facilitate program operations.				
Represents the program to students, prospective students, parents, alumni, community, other universities, and other constituencies. Attends NCAA events, conferences and professional meetings as a representative of the Athletic Department.				
Participates in the recruitment of prospective students as appropriate.				
Manages staff assigned to program. Recommends organizational structure, reporting relationships and staffing needs based on program goals. Makes hiring, promotional and salary decisions in accordance with university policy. Provides performance appraisals				
Participates in short and long range planning for student athletics. Integrates plans for immediate area(s) of responsibility with overall departmental strategies.				
Participates in the development and administration of program budgets and recommends resource allocations. Authorizes expenditures within established limits. Provides financial status reports as requested.				
May negotiate and contract with vendors for services pertinent to program operations. Ensures contract terms are satisfied. Assists in fundraising efforts as requested. May meet with alumni, donors and others to assist in solicitation of sponsorships and funds.				
Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

### Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by

<b>Other Requirements</b>			
<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.