



USC University of
Southern California

Coordinator, Game Management Job Description

JOB INFORMATION

<i>Job Code:</i>	131161
<i>Job Title:</i>	Coordinator, Game Management
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May lead one or more employees performing similar work.
<i>Job Family:</i>	Athletics Coaching/Program Management Operations
<i>Job Family Group:</i>	Athletics
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Supports facility and event management for one or more assigned facility and/or sport. Coordinates logistics and communications for games and events, custodial needs, and daily facility issues and upgrades. Supports event preparation, installation, and breakdown, and leads equipment inventory and storage practices.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		1 year	
	X	3 years	of intercollegiate athletic event management experience at the Division I level.

Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Knowledge of, and compliance with, NCAA, conference and university rules and regulations.
X		Knowledge of event scheduling methods, facility use agreements and event planning process.
X		Ability to make quick, rational decisions.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation and cultural populations of community college students.
X		Ability to communicate effectively, both orally and in writing, demonstrating advanced writing skills.
X		Demonstrable ability to establish and maintain effective working relationships with those contacted in the course of work.
X		Strong knowledge of standard safety practices using equipment and other requirements of workplace safety.

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Supports facility and event management for one or more assigned facility and/or sport. Coordinates logistics and communications for games and events, custodial needs, and daily facility issues and upgrades. Assist in administering facility and event management policies. Supports staffing of resource, temporary, and student workers, and works with all teams and campus groups on scheduling for athletics facilities.				
Supports the execution of game contracts for USC home events. Supports event preparation, installation, and breakdown, as required. Coordinates disbursement vouchers, purchase orders, and reallocation of funds from game management purchases.				
Leads equipment inventory and storage as well as furniture requisition and maintenance. Manages assigned athletics vehicle fleet (e.g., golf carts, athletic vans, trucks, buses) and ensures operation and maintenance. Assists in managing the courtesy car program.				
Serves as a liaison and point of contact for athletics department activities (e.g., recreational sports, facility rentals, campus filming).				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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 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.		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 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: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			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.