



USC University of
Southern California

Deputy Athletic Director Job Description

JOB INFORMATION

<i>Job Code:</i>	131120
<i>Job Title:</i>	Deputy Athletic Director
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	I020
<i>Job Family Group:</i>	
<i>Management Level:</i>	3 Executive

JOB SUMMARY

Manages operations for athletic department programs, ensuring overall compliance with department, university, Collegiate Athletic Conference, and NCAA rules. Oversees program administrative functions (e.g., budgets, planning and scheduling, policy implementation); the recruitment of staffing and prospective student athletes; and operating policies for student athlete health services (e.g., nutrition, physical therapy, training). Assists in overall management responsibilities for the athletic department.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master'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		10 years	of directly related athletic administration experience in NCAA Division I.
	X	15 years	of substantial experience with increasing responsibility in an intercollegiate athletic environment, or college/university community, or a combination of related experiences.

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

Req	Pref	Functional Skills
X		Complete and working knowledge of NCAA rules and regulations.
X		Strong interpersonal skills as well as the ability to work and communicate with various individuals from a broad spectrum of disciplines, technical and educational backgrounds within the department, school and university, and with individuals outside the university.

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
Manages athletic department programs, determining priorities and requirements and allocating resources accordingly. Oversees program administrative functions (e.g., budget, planning, scheduling, daily operations) and partners with coaches to develop, implement and support individual program objectives, along with key strategic initiatives.				
Provides key input to strategic initiatives and planning decisions including, but not limited to, facilities and space usages, staffing requirements, varied employee-related matters; participates in the development, implementation, or revision of policies, along with internal operational guidelines, and regulatory compliance. Supports short- and long-range planning for student athletics and has oversight of key management responsibilities for the athletic department as required.				
Sets and communicates program priorities including administrative performance standards and assesses operations using these criteria. Facilitates quality assurance reviews and addresses areas in need of operational changes. Supports the development, implementation, and maintenance of automated or manual systems and procedures to facilitate program operations.				
Establishes and maintains operational budgets. Works closely with coaches on planning requirements for games, practices, and event schedules. Manages coordination and promotion of athletic events, such as games and fundraisers. Serves as sport administrator to intercollegiate athletic programs as assigned.				
Represents athletic programs to students, prospective students, parents, alumni, community, along with other universities and constituencies. Attends and actively participates in NCAA events, conferences, and professional meetings. Establishes and maintains an active network of professional contacts. 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.