



**USC** University of  
Southern California

## Chief of Staff, Athletics Job Description

### JOB INFORMATION

<i>Job Code:</i>	199133
<i>Job Title:</i>	Chief of Staff, Athletics
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.; May supervise staff, student, temporary or resource workers.
<i>Job Family:</i>	Athletics Coaching/Program Management Operations
<i>Job Family Group:</i>	Athletics
<i>Management Level:</i>	3 Executive

### JOB SUMMARY

Assists the university athletics director, providing strategic direction for the athletics department's external and revenue components. Responsible for effective departmental operations, administration and functions. Ensures collaborative, constructive relationships are maintained with university partners and senior leadership, working closely with the director to detail strategic plans and goals. Proactively identifies and resolves issues (e.g., risk, compliance), and develops, coordinates and/or supports initiatives to maintain a high level of department integrity (e.g., diversity and inclusion efforts).

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		Or
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	Accounting	Or
X		Bachelor's degree	Economics	
	X	Master's degree	Business Administration	

#### 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		8 years		
X		4 years	in financial analysis, with some in a leadership or management role.	
	X	10 years		
	X	7 years	in financial institutions, Division I NCAA athletics administration, higher education, and/or other related fields/industries	

## 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		Demonstrated administration experience in an intercollegiate or professional athletics environment.
X		Experience in communications, marketing and/or advertising.
X		Excellent diplomatic, interpersonal, and communication skills (written and oral), able to interact with individuals at all levels of highly complex organizations and maintain high degrees of confidentiality.
X		Exemplary project management and decision-making skills, able to prioritize and manage multiple initiatives and develop metrics to measure project progress.
X		Proven organizational skills.
	X	Proven experience in advertising and marketing in large, highly complex organizations, with campaigns of both local and global impact.
	X	Experience with social media management (e.g., Twitter, Snapchat).

## 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
Provides strategic direction for the athletics department's external and revenue components (e.g., ticket sales, corporate sponsorships, marketing and advertising, digital and social media). Manages key departmental contracts (e.g., coaches, vendors), and oversees department and unit facilities and budgets, decreasing or maintaining expenses as appropriate. Develops systems and processes for integrating data and analytics into daily dialogue, operations, and decision-making in the department.				
Oversees the athletics department's day-to-day operations, responsible for communications and coordination between and for all units and providing routine, thorough updates to the athletics director. Executes the director's vision for creating and implementing a departmental organizational structure that meets the demands of the current intercollegiate athletics landscape. Advises director and relevant stakeholders on strategic planning, departmental initiatives, policies and procedures, and staff onboarding and development.				
Administers the athletic director's cabinet and senior leadership teams, and represents the director and the department as needed. Serves as the athletics director's primary trusted partner for ensuring effective alignment and collaboration with key constituent relationships, (e.g., offices of the university president, trustees, general counsel, finance).				
Drives head coach engagement with department and senior leadership, and directs the overall sport supervision model, ensuring effective communication and meaningful support. Responsible for proactively identifying and resolving issues (e.g., risk, compliance), and developing, coordinating and/or supporting initiatives to maintain a high level of department integrity (e.g., diversity and inclusion efforts). 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		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

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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: <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.