



Senior Director, Sports Administration Job Description

JOB INFORMATION

<i>Job Code:</i>	131121
<i>Job Title:</i>	Senior Director, Sports Administration
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages employees (varied levels) across departments on a project basis.
<i>Job Family:</i>	Athletics Coaching/Program Management Operations
<i>Job Family Group:</i>	Athletics
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Manages those directing student sports programs. Oversees and approves program budgets. Participates in national committees. Ensures subordinates insist on thorough compliance with university and National Collegiate Athletic Association (NCAA) rules and regulations.

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.

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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		10 years	
	X	12 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Complete and working knowledge of NCAA rules and regulations.
X		Experience working with coaches and student-athletes.
X		Strong interpersonal and written communication skills.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages the head coaches and directors of sports administration. Shares responsibility for management of sports performance/science employees. Fosters professional development and personal growth of directors. Evaluates employee performance; provides guidance and feedback. Hires, trains and terminates staff as required (e.g., head coaches).				
Provides regular sports program updates to stakeholders. Maintains relationships and communication with subordinates and superiors. Serves as a consistent, positive representative of the department. Serves as a member on national committees.				
Maintains currency with all relevant policies, procedures, laws and regulations. Manages the dissemination, interpretation, and application of program policies and approves exceptions. Ensures staff are up-to-date and in compliance with all relevant policies, procedures, laws and regulations (e.g., NCAA). Maintains currency regarding the changing landscape of athletics and national issues.				
Oversees and approves program budgets and allocates resources accordingly. Analyzes financial status reports.				
Oversees big picture operations of sport programs. Approves and supervises the development of program operating and administrative policies. Gives feedback to directors on program objectives and content.				
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

<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 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/
<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: https://dps.usc.edu/alerts/clery/			

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.