



USC University of
Southern California

Director, Sports Administration Job Description

JOB INFORMATION

<i>Job Code:</i>	131122
<i>Job Title:</i>	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

Directs and oversees administration of student sports programs and manages all assigned staff. Plans and administers program budgets and allocates resources accordingly. Ensures thorough compliance with university, collegiate conference, 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.

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		7 years	
	X	10 years	

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		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>
Determines organizational structure, reporting relationships, and short and long-range staffing needs. Fosters professional development and personal growth of staff. Encourages retention of coaches, staff, and student-athletes. Evaluates employee performance; provides guidance and feedback. Hires, trains and terminates staff as required (e.g., head coaches). Oversees contract management (e.g., coaches, game schedules).				
Provides regular sports program updates to stakeholders. Maintains relationships and communication with support staff in all areas (e.g., facilities, marketing, academics). Serves as a consistent, positive representative of the department.				
Supports sports program focus on academic success and compliance. 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).				
Plans and administers program budgets and allocates resources accordingly. Prioritizes equipment needs and purchase requests. Collects and analyzes relevant data and provides financial status reports as requested.				
Supports head coaches and assigned departments as main administrative liaison. Supervises day-to-day operations of sport programs. Develops program operating and administrative policies and works with managers and/or coaches to develop specific 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.