



## Director, Student Athlete Services Job Description

### JOB INFORMATION

Job Code:	131111
Job Title:	Director, Student Athlete Services
FLSA Status:	Exempt
Supervisory:	Manages through multiple layers of subordinate supervisors.
Job Family:	Athletics Coaching/Program Management Operations
Job Family Group:	Athletics
Management Level:	6 Manager
Director, Student Athlete Services	

### JOB SUMMARY

Directs support programs for student athletes (e.g., academic support, financial aid and housing, and careers) and manages all assigned staff. Plans and administers program budgets and allocates resources accordingly. Ensures thorough compliance with university and National Collegiate Athletic Association (NCAA) rules and regulations.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
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

Req	Pref	Work Experience	Experience Level
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

Req	Pref	Functional Skills
X		Seven years of directly related athletic academic experience in NCAA Division I.
X		Complete and working knowledge of NCAA rules and regulations.
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>
Develops, implements, and manages support programs for student athletes (e.g., academic support, financial aid and housing, and careers). Develops program operating and administrative policies and works with managers and/or coaches to develop specific program objectives and content based on ongoing assessment of student needs. Liaises with university stakeholders and departments to coordinate programming. Manages the dissemination, interpretation, and application of program policies and approves exceptions.				
Directly or indirectly manages all staff assigned to the support programs for student athletes, usually through subordinate managers or supervisors. Determines organizational structure, reporting relationships, and short and long-range staffing needs based on program goals. Reviews and approves hiring and salary actions, oversees performance appraisal processes for program staff, and remains informed of any disciplinary actions required.				
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.				
Serves as the sport administrator for multiple men and women sport programs by providing leadership with goal setting, performance management, budget planning, managing funds (e.g., for equipment, travel, facility, training, etc.), and exercising final authority over expenditures.				
Ensures program compliance with university and National Collegiate Athletic Association (NCAA) rules and regulations governing eligibility and coordinates with other university administrative departments involved with student athletes (e.g., admissions, registrar, and financial aid) to verify compliance with NCAA rules and regulations regarding student athlete eligibility and entitlements. Monitors NCAA changes and analyzes for impact to program operations.				
Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with 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: <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.