



JOB INFORMATION

Job Code:	131164
Job Title:	Director, Game Management
FLSA Status:	Exempt
Supervisory:	Manages through subordinate supervisors.
Job Family:	Athletics Coaching/Program Management Operations
Job Family Group:	Athletics
Management Level:	5 Administrator
Director, Game Management	

JOB SUMMARY

Oversees and maintains responsibility for all aspects of events and operations for USC athletic facilities. Sets the vision for facility and event operations and execution and develops and implements policies and procedures to fulfill that vision. Oversees employee policy development and develops, negotiates, administers, manages, and tracks game contracts. Plans, implements, and monitors department budgets, and oversees capital projects.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
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

Req	Pref	Work Experience	Experience Level
X		7 years	
	X	9 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 intercollegiate athletic event management experience at the Division I level.
X		Knowledge of, and compliance with, NCAA, conference and university rules and regulations.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of event scheduling methods, facility use agreements and event planning process.
X		Ability to make quick, rational decisions.
X		Ability to work with and exhibit sensitivity to and understanding of the various racial, ethnic, disabled, sexual orientation and cultural populations of community college students.
X		Ability to communicate effectively, both orally and in writing, demonstrating advanced writing skills.
X		Demonstrable ability to establish and maintain effective working relationships with those contacted in the course of work.
X		Strong knowledge of standard safety practices using equipment and other requirements of workplace safety.
	X	Nine years of intercollegiate athletic event management experience at the Division I level.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees and maintains responsibility for all aspects of events and operations for USC athletic facilities. Sets the vision for facility and event operations and execution and develops and implements policies and procedures to fulfill that vision. Sets short- and long-term goals for the department and plans and leads execution of initiatives and daily operations.				
Oversees employee policy development. Leads emergency planning, operations, and response for the athletics department, ensuring business continuity.				
Develops, negotiates, administers, manages, and tracks game contracts. Creates short- and long-term plans to ensure profitability and operational standards are met. Plans, implements, and monitors department budget(s). Oversees capital projects (e.g., planning, design, execution).				
Serves as a liaison to internal stakeholders (e.g., DPS, transportation) as well as external stakeholders (e.g., local, state and federal government agencies, Pac 12, NCAA).				
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

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.