



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 08/17  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Assistant Director of Athletics for Business Affairs

### ***JOB SUMMARY***

The Assistant Director of Athletics for Business Affairs serves as the day-to-day financial administrator for the TWU Intercollegiate Athletics Department, and provides management and oversight of the department's business operations and budgets. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Director, Intercollegiate Athletics

*Supervises:* Graduate Assistant, Student Workers

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Manages and oversees the day-to-day financial, business and travel operations.
- Provides oversight to department staff for overall budget integrity, purchasing, event contract, wage employees, and other financial areas.
- Oversees cash handling, ticket, concessions and other revenue reconciliations and processes.
- Monitors and assists with the development of department operating budgets.
- Responsible for timely and accurate financial reporting including the fulfillment of department, University, NCAA, Lone Star Conference and EADA requirements.
- Manages the departmental purchasing card and coaches card program and approves reconciliations.
- Reviews and manages departmental contracts.
- Commits to and is responsible for adhering to all policies, procedures, rules and regulations set forth for the University, the Lone Star Conference and the NCAA with the utmost integrity.

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- Recommends and implements sound business practices for the proper stewardship of resources and to optimize efficiencies and effectiveness.
- Assists the Director of Athletics with special projects as assigned including requests for proposals (RFPs), contract development and capital projects.
- Hires, trains, develops and evaluates the performance of student workers and the graduate assistant that may report to this position.
- Manages a fiscally sound budget.
- Works cooperatively with personnel in the athletics department, attends department meetings and activities, and always represents the University positively when interacting with the community, alumni, conference member, other institutions, and the general public.
- Represents TWU at meetings on the state, regional, and national levels as deemed necessary by the Director of Athletics.
- Completes other assigned administrative duties in a timely manner.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge in accordance to University policy.

#### **ADDITIONAL DUTIES**

- Attends seminars, conferences and other professional development opportunities.
- Implements Athletics' strategic plan as part of the Division of Student Life's strategic plan.
- Performs other duties as requested.

#### **EDUCATION**

Bachelor's degree in accounting, business, finance, sports management or related field required. Master's degree in an aforementioned discipline or CPA preferred.

#### **EXPERIENCE**

A minimum of three years demonstrated record of successful budget management/development and business affairs. Previous experience in intercollegiate athletics and business affairs preferred. Experience with EADA reporting preferred.

#### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Knowledge of the day-to-day operations of an intercollegiate athletics department.
- Knowledge of accounting, bookkeeping, budgeting, planning, and auditing.
- Proficient computer skills (i.e. Microsoft Office, Excel, and other software programs pertinent to the job duties).
- Excellent interpersonal, verbal and written communication skills.
- Strong technical, analytical, and time management skills.
- Understanding of customer service.
- Commitment to accuracy and quality.
- Strong organizational skills, motivation and self-direction.
- Ability to work cooperatively as a member of a team.
- Ability to maintain professional appearance and manner.
- Ability to effectively plan, meet deadlines and accomplish goals.
- Ability to adhere to all policies, rules and regulations of the university, the Lone Star Conference and the NCAA.
- Ability to hire and supervise qualified student workers.
- Ability to handle multiple tasks in a fast-paced environment as needed.
- Must be able to work an irregular schedule, evenings and weekends as needed, additional hours during peak times or as required.
- Ability to attend seminars, meetings and other professional development opportunities at or away from TWU.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Knowledge of management methods and ability to provide administrative guidance within area of responsibility and provide direct training and supervision as needed.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to respond to emergency situations in a timely manner.
- Ability to represent the department and University in a friendly, courteous and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee must have the ability to occasionally lift, carry, and/or drag approximately 50 pounds. The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.***

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***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***