



DATE ISSUED: 05/15
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, Athletics/Operations and Event Management

JOB SUMMARY

The Assistant Director assists the Director with all aspects of operational planning and management of home events and special events sponsored by Athletics, and assists in executing successful game-day initiatives. 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, Athletics

Supervises: Graduate Assistant and Student Assistants

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

- Provides guidance and leadership to all staff to execute successful home games/meets and special events (such as conference and USAG postseason contests).
- Oversees the staging and management of all home athletics events.
- Hires, trains and manages Graduate Assistants.
- Hires, trains and supervises the student workers who assist with home event management in such areas as tickets, concessions, promotions and game/meet operations.
- Collaborates with campus departments and organizations to enhance student participation in Athletics events.
- Collaborates with Marketing and Advancement in executing promotions and sponsorships.
- Responsible for the implementation of TWU, Lone Star Conference and NCAA rules and regulations pertaining to game management activities.
- Works collaboratively with coaches and staff to schedule events.

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- Serves as the designated event administrator for all TWU Athletics home events, or assist the Director in securing another Athletics staff member to fill that role when there are conflicting events.
- Coordinates with game-day officials to ensure their needs are met.
- Disseminates necessary information to visiting teams concerning trip procedures (i.e. Guide for Visiting Teams, maps of campus).
- Responsible for managing all aspects of ticket sales.
- Tracks sales, maintains and monitors all concessions inventory.
- Responsible for complying with University and State rules governing cash handling and reconciliation of funds.
- Oversees the execution of TWU Athletics Contest Agreements.
- Serves as the department's liaison to outside groups using athletics facilities.
- Responsible for writing and executing Facility Use Agreements for facility rentals.
- Works with Athletics Administrative Assistant with invoices for facility rentals.
- Works closely with the Pioneer Hall Facility Manager, other Facilities Management staff (custodial services, landscaping, and building maintenance) and the head coaches in the maintenance of athletics facilities.
- Assists the Director in developing and managing budgets for operations.
- Commits to and is responsible for adhering to all rules and regulations set forth for the team, the University, the Lone Star Conference and the NCAA with the utmost integrity.
- 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, high school and club coaches, media and general public.
- Completes other assigned administrative duties in a timely manner.

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 required.

EXPERIENCE

Minimum of three years relevant experience in collegiate, professional and/or minor league sports setting.

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:*

- Demonstrated knowledge of the day-to-day operations of an intercollegiate athletics department.
- Knowledge of NCAA Division II rules and regulations.
- Knowledge of game and special event management.
- Strong verbal and communication skills.
- Strong supervisory skills.
- Strong orientation towards superior customer service.
- Ability to thrive in an environment that at times requires independence and at times requires working as part of a team, and the ability to discern between the appropriate approach.
- Ability to weigh institutional priorities, make sound decisions and escalate where appropriate.
- Ability to adhere to all policies, rules and regulations of the university, the Lone Star Conference and the NCAA.
- Must be dependable, flexible and willing to work additional hours during peak periods, including weekends and holidays.
- Ability to travel occasionally.
- Ability to hire and supervise qualified assistants and student workers.
- A proven record in following directives and being responsible for tasks which have been assigned.
- Ability to handle multiple tasks in a fast-paced environment as needed.
- 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.

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

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: _____

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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.

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