Coordinator, Team Operations

Job Code 50011475

General Description
The Men’s Basketball Team Operations Coordinator assists the head men’s basketball coach in the organization, management and administration of Division 1 men’s basketball strategies as they relate to the goals and objectives of the men’s basketball program.

Examples of Duties
Coordinate film exchange program with other Universities.
Coordinate ticket requests and ticket distribution in conjunction with Athletic Department Ticket Office.
Represent the men’s basketball program, department and the University as various campus, alumni, donor, and departmental function/events. Assist in departmental fundraisers and season ticket sale drives. Also assist in all aspects of marketing to include but not limited to radio/television appearances, distribution of marketing materials, ticket sales and home game activities.
Coordinate on-campus recruiting visits for prospective student-athletes.
Coordinate team travel plans and pre and post game meals for men’s basketball team.
Understand current and changing NCAA, Southland Conference, and Texas State University Compliance Policy and Procedures as they related to the Men’s Basketball Program.
Maintain consistent communication with department’s compliance staff. Assist in briefing student athletes and monitoring adherence to above.
Monitor academic progress of men’s basketball student athletes to ensure academic requirements of NCAA Division I men’s basketball.
Assist in developing, planning and conducting campus, clinics, seminars and fundraisers throughout the season.
Other duties assigned by the head coach.

Knowledge, Skills, and Abilities
Knowledge of: NCAA rules and regulations; University policy and procedures.
Skill in: Preparing clear and accurate letters and forms; communications; public relations; problem solving and decision making.
Ability to: Communicate clearly and effectively; create and review contracts; perform basic math.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements