Coord, Athletics Events

Job Code 50015752

General Description
Responsible for coordinating athletics events and game operations including all NCAA intercollegiate sports.

Examples of Duties
Assist in management, administration and supervision of game operations and special events.
Manage event set-up and breakdown, event staffing, and facility scheduling.
Recruit, train, supervise, and evaluate event staff.
Responsible for managing internal and external summer camps.
Cultivate, negotiate and execute contracts for facility rentals by external groups.
Develop and implement scheduling models for all athletic facilities.
Prepare, manage and implement annual athletic grounds budget.
Oversee the day-to-day operations for all athletic facilities.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Skill in: Preparing reports and purchase requests, prioritizing workload, creating employee work schedules for events, and providing customer service.

Ability to: Understand intermediate math, estimate ratios to mix solutions, measure accurately, supervise work of students, hourly workers, and event staff, read memos, letters, instructions, and requests all kinds of documents.

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
Provide proof of current driver’s license to drive University vehicles.