



Savannah State University Position Description – Assistant Athletics Director for Team Operations

POSITION DESCRIPTION

Position Title: Assistant Athletics Director for Team Operations FLSA Status: Exempt

Reports to: Athletics Director

Division: Athletics

Date Prepared: May 24, 2011

BASIC FUNCTION

Reporting to the Athletics Director the Assistant Director of Athletics for football, volleyball and spring sport teams operations provides direct administrative support services to the intercollegiate football and other assigned programs.

NATURE & SCOPE

The incumbent will be responsible for managing all football special events. The incumbent will be responsible for all football practices and contests and manages the preseason camp logistics; assisting with the administrative aspect of recruiting, including managing official visits, data entry, and acting as a liaison between football, volleyball, spring sports and compliance; manage recruiting strategies; attending all football team functions; exhibiting the highest professional standards and ethical behavior and adherence to NCAA, MEAC and the Department of Athletics regulations and code of ethics; contributing to the maintenance of good working relationships with all members of the Department assuming other duties as assigned by the Director of Athletics.

PRINCIPLE ACCOUNTABILITES

- Coordinates transportation, meals and accommodations for all team practices and contests and manages the preseason camps with contractors and university administration;
- Coordinates recruiting strategies football and team recruiting
- Assists with administrative aspect of recruiting, including managing official visits, data entry, and acting as a liaison between assigned teams and compliance;
- Exhibits the highest professional standards and ethical behavior with adherence to NCAA, MEAC, University and the Department of Intercollegiate Athletics and regulations and/or Code of Ethics;
- Contributing to the maintenance of good working relationships with all members of the Department and campus entities;
- Assuming other duties as assigned by the Director of Intercollegiate Athletics.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Bachelor's degree and/or it's equivalent required. Must demonstrate excellent writing and computer skills; ability to work in a fast paced environment; work flexible hours. Successful background in intercollegiate athletics as a student-athlete, coach or athletic administrator. Ability to manage multiple projects simultaneously. Must be able to work effectively with students, faculty, administrators, alumni and the public. Ability to work within the framework of the MEAC and the NCAA.