



USF Job Class Description

JOB CODE: 9476
JOB TITLE: Athletics Administrator
PAY BAND: E
FLSA: Exempt
CBU: 29
Effective 12/01/2010

Job Title: Athletics Administrator

Job Summary

An Athletics Administrator is responsible for the administration of a specific athletics program, project, or function such as facilities management, team operations, event management, compliance, athletic student services, ticketing, public relations, and/or project management. This is a professional level position in sports management and administration requiring knowledge of and compliance with applicable NCAA, conference, and university regulations for intercollegiate athletics.

Nature of Work

This position generally reports to an Assistant or Associate Director of Athletics, but may also report directly to the Director of Athletics. While the specific duties of each position in this classification may be varied, all positions assigned to this class must be professional administrative work required to manage the intercollegiate sports program. Each position is responsible for developing, implementing, and ensuring compliance with USF's policies and procedures for intercollegiate athletics within the framework of affiliated national, regional, conference, and state intercollegiate athletic associations. Knowledge of NCAA rules and regulations, including student athlete academic eligibility requirements, will be required for most positions assigned to this classification. Specialized knowledge of team sports operations, athletics event management, ticketing, or community/public relations may be required for certain positions in this job class.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Plan, develop, revise, and implement policies and procedures related to intercollegiate athletics.
- Prepare proposals, reports, analyses, evaluations, and presentations on intercollegiate athletics programs and strategies. Prepare speeches and presentations for public appearances by the Director of Intercollegiate Athletics, Head Coaches, or other intercollegiate athletics staff.
- Implement and monitor internal controls to ensure compliance with NCAA, Big East Conference, and USF athletics rules and regulations. Provide education for coaches, staff, and student athletes on compliance matters.

- Serve as a liaison with the Office of Financial Aid to determine eligibility and administer scholarships and other financial aid for student athletes.
- Manage the operation of athletic facilities and/or designated team sports, including team travel, scheduling, practice facilities, security, equipment, and special events, meetings, and receptions.
- Direct advising, tutorial and career/life skills development programs to meet the needs of student athletes. Serve as a liaison with appropriate advisors and administrators in colleges and departments.
- Monitor academic progress and status of student athletes to determine eligibility for competition, and progress to fulfill requirements for graduation.
- Serve as a liaison with Student Services departments to provide for the needs of student athletes for housing, dining services, registrations, student activities, counseling, etc.
- Fulfill administrative and management requirements for ticket offices and sales initiatives, including management of game day operations, renewals, special mailings, Ticketmaster sales, financial reporting, and audit.
- Performs other administrative, supervisory, and management functions as needed or required to maintain an effective intercollegiate athletics program.

Minimum Qualification Requirements

This position requires a Master's degree in education or a field of study related to the academic program, or a Bachelor's degree in those same fields with a minimum of two years of experience.