



**JOB TITLE:** Assistant Athletics Director, Business Operations  
**DEPARTMENT:** Athletics  
**SUPERVISOR:** Athletic Director  
**FLSA STATUS:** Exempt

#### **MAJOR PURPOSE:**

The Assistant Athletics Director, Business Operations supports the day-to-day activities of the athletic department by providing leadership in planning, organizing and controlling activities, tasks and projects under the direction of the Athletic Director (AD). The Athletics Business Manager is required to abide by the rules, policies and regulations, compliance standards established by Jessup University's written mission and vision statement, the NCAA (National Collegiate Athletics Association) and the PacWest (Pacific West Conference).

This is a predominantly on-campus position, however, it may require travel with assigned teams, including overnight and out-of-area travel as needed.

The pay range for this position is generally: \$68,000 - \$75,000. Individual pay is generally determined by a number of factors including job-related skills, experience, relevant education or training and location.

#### **ESSENTIAL FUNCTIONS:**

- Leads the day-to-day business and financial operations of the athletic department:
  - Communicates with head coaches and athletic department staff regarding each budget account.
  - Partners with University business office to ensure compliance with policies and procedures of appropriate business processes and financial related policies and procedures
  - Records and Categorizes all revenue from fundraising and donations Oversees the planning & travel for the AD and athletic department;
  - Manages the Athletics accounts payable items such as invoice, credit card expense reports, petty cash, ect
  - Maintains detailed and accurate files and records
  - Supervises Athletic Administrative Assistant and office student employee staff
- Partners with AD to oversee all athletic department budgets:
  - Prepares annual budget plan, long range forecasting and variance analysis for AD
  - Prepares year end reconciliation and reports
  - Develops and implements sound fiscal control procedures
  - Assists the AD with year-end financial reporting, annual EADA Report and NCAA Financial Report
  - Analyzes reports and makes recommendations as appropriate
- Establish and maintain effective working relationships with internal and external partners:
  - Represents Athletic department under the direction of the AD in working with appropriate University personnel to identify, arrange, and execute contracts, capital projects, and other related issues
  - Collaborate with Admissions, Assistant Athletic Director of Compliance and Financial Aid to coordinate Athletic Scholarships and maintains scholarship records
  - Maintains and shares key documentation, such as contracts, insurance waivers, meeting notes, etc. with other departments as needed

- Collaborates with the Human Resources (HR) office to address staffing and personnel needs of the Athletics Department
  - Ensures department compliance with HR policies and procedures
  - Manages HR functions within the Athletics Department including recruiting, hiring, , appointments, performance reviews, job descriptions, etc. s, Manages athletics-specific onboarding processes for new staff and coaches.
  - Ensures Athletics personnel completes mandated training
  - Oversees execution of payroll related transactions
  - Serve as the the initial point of contact for coaches and staff on administrative policies, procedures, and practice
- Leads and supervises assigned athletics teams as the Sports Administrator
  - Builds relationships, provides guidance, mentorship, advocacy, and support. Acts as liaison between the Head Coach / program and the Senior Athletics Staff
- Supports other areas within the Athletic Department as necessary (Sports Information, External Operations, etc.)
- Leads or coordinates Athletics events such as Warrior Golf Classic, etc.
- Leads or assists with other duties as assigned by AD

#### **EDUCATION/CERTIFICATIONS:**

- Bachelor's degree from an accredited four-year college or university in a job-related field Master's degree preferred
- Must maintain a valid driver's license and meet University driver eligibility requirements.

#### **REQUIRED KNOWLEDGE/EXPERIENCE:**

- Three years of progressively responsible experience in business operations, ideally in an higher education athletic environment.
- Experience in sports administration, game management,
- Knowledge of budgeting, financial reporting, financial controls and developing appropriate policies, processes and controls. Familiarity with Workday Adaptive-Insights a plus.
- Experience in higher education and familiarity with FERPA and Title IX preferred
- Familiarity with NCAA compliance regulations

#### **SKILLS/ABILITIES**

- Strong interpersonal and relation-ship building skills, ability to work effectively with diverse stakeholders.
- Excellent communication skills, both written and oral
- Collaborative mindset and willingness to work across departments.
- High attention to detail with strong organizational and time management skills
- Ability to handle multiple projects and meet deadlines in a fast-paced and busy environment
- Demonstrated ability to program workflow and coordinate often complex schedules of others
- Personal initiative to develop and provide recommendations, suggestions or information as appropriate
- Excellent judgment, high energy, and a positive attitude are essential as appropriate
- Commitment to confidentiality and professionalism in handling sensitive information.
- Ability to exercise discretion and independent judgment with minimal supervision

**WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of William Jessup University as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

**WORKING CONDITIONS:**

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions. Some of the employee's working time will be spent indoors and outdoors on sports fields, gymnasium courts, and in all types of weather. Travel is required for this position, including overnight travel and out-of-area travel as needed.

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

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Employee Signature

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Date