CLARK ATLANTA UNIVERSITY
Job Description

Position Title: Senior Associate Athletic Director of Operations
Department: Athletics
Reports To:

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):
The Senior Director of Operations oversees all operations in the Department of Athletics. The senior director is a member of the senior leadership team in the department. As such, the senior director will be a contributor to the operating principles of Athletics:

- Student-Athletes First
- High Performance Teamwork
- Exceptional Operating Performance
- Exceed Customer Expectations
- Grow the Business of Athletics

The main tasks of the senior director are to ensure smooth operations and work flows of the daily happenings in Athletics. The Senior Director of Operations works with varied facets of the Athletic Department from personnel, game management, athletic facilities, game contracts, professional development, fleet operations, contracts, sports administration, athletic development, and student-athlete success.

The senior director interacts with every team and division within Athletics and has specific duties regarding work flows, evaluations, successful and timely operations, and department reports. The senior director of operations must understand the intricate details and workings of all divisions in the departments.

Examples of Duties and Responsibilities:

General Duties and Responsibilities of Senior Director of Operations

- Manage all the daily operations that take place in the department
- Plan, implement, evaluate, and improve processes is JOB One
- Coordinate between the different departments divisions
- Increase the efficiency of the department
- Monitor season cross overs and transitions
- Should know and understand the workings of each division and team
- Implement strict budgetary controls with assigned projects and teams
- Solve all the problems that arise throughout the day
- Delegation of duties to the right employees
- Represent Athletic Director in University based functions as assigned
- Give a progress report to Athletic Senior Management as needed
- Solve dispute that arise between employees or departments and make sure the daily
work is not hampered in any way
- Collecting reports from all the division heads
- Participate with Athletic Director in evaluation of assigned athletic staff
- Help the management make plans for future business ventures
- Work within University structure for successful deliveries

Knowledge, Skills and Abilities:

Specific Duties and Responsibilities of Senior Director of Operations

- Manage Master Calendar for Department (Events, Game, Practices, Travel, Maintenance Schedules, Equipment Orders/Receivables, Reports, etc.)
- Oversee Athletic Facilities including, but not limited to, facility enhancements, project development, bidding processes, project management, maintenance schedules, practice schedules, University based functions (Convocations, Graduation, Freshmen Welcome Programs, Homecoming Activities, Intramurals, etc.). Conduct pre and post walk throughs with University personnel assigned to event. Expediously solve and repair any issues related to events
- Secure (timely) and Manage Game Contracts for each sport
- Manage Individual Sports as assigned (Work with assigned program as liaison between head coach and Athletic Director, review practice and game operations, coordinate external staffing as needed for sports program, etc.)
- Oversee and manage minute details of Fleet Operations including, but not limited to, CDL certifications, driver background checks, vehicle maintenance, warranties, driver scheduling, vehicle inspections, strict compliance with University Fleet operations, etc.
- Responsible for inspection, inventory, assignments, calibrations, and proper storage of Athletic equipment
- Implement Risk Management Controls to ensure proper usage of equipment and the prevention of misuse and theft
- Oversee ALL Game Operations for assigned sports… Use Game Ops Manual to prioritize processes… Work with external staff to ensure successful event
- Serve as Project Manager for ALL Athletic projects to include but not limited to facilities, transportation, intellectual property, department manuals, hardware, and software, etc.
- Oversee Weight Rooms and Staff… Ensure proper supervision of ALL Athletic weight rooms, properly working equipment, strict maintenance observance and operations… Maintain accurate reports of usage… Responsible for security and records regarding weight room
- Work with Athletic Compliance Officer to maintain NCAA, SIAC, and University based rules and regulations to the highest standards
- Complete with the highest________ other duties as assigned by Athletic Director

Character and Personal Qualities

- Demonstrated passion for service excellence, integrity, a positive outlook, commitment to highest standard of ethics, a strong work ethic, be self-motivated and committed to high performance and dedication to the value of higher education.
- Understanding of the needs and interests of staff, coaches, student-athletes, corporate partners, and donors in order to develop relationships between them and Athletics.
- Ability to request and interpret complex data reports to determine potential prospects.
- Demonstrated ability to work interdependently and independently in a collaborative environment is vital.
- Must be flexible with team attitude to work through challenges and bring innovative solutions to the table

**Minimum Hiring Standards:**

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<th>Education</th>
<th>A master’s degree in business administration is desired and/or 10 years of experience as Project Manager, COO, or highly skilled and relatable</th>
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| Years of Experience              | Knowledge of Collegiate Sports Operations and NCAA By-Laws  
Mastery in Office components and Project Management Software  
Excellent Communication Skills both Orally and Written |
| Years of Management/Supervisor Experience |                                                                                                                                           |

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