



## CLARK ATLANTA UNIVERSITY

### Job Description

<b>Position Title:</b>	<b>Athletic Operations Manager</b>
<b>Department:</b>	<b>Athletics</b>
<b>Reports To:</b>	<b>Athletic Director</b>

*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 Athletic Operations Manager will serve as a key member of the Athletics Department, reporting directly to the Athletic Director. This position is responsible for the overall coordination and execution of athletic event operations, with an emphasis on planning and managing all aspects of game day activities for home athletic contests. The role will support the department's broader mission by ensuring a first-class experience for student-athletes, visiting teams, officials, and fans. This position works collaboratively with various units across campus and externally to ensure the effective delivery of athletic operations and services.

#### ***Examples of Duties and Responsibilities:***

- Coordinate and assist with all game day operations for home athletic events, including event setup and breakdown, scheduling, staffing, and execution.
- Serve as primary point of contact for visiting teams, officials, and game personnel on game days.
- Manage the scheduling and coordination of support personnel including table crews, scorekeepers, clock operators, public address announcers, event security, and ticketing staff.
- Assist with Athletic Communications, Marketing, and Ticketing to ensure smooth event logistics.
- Develop and implement detailed event plans for each sport and season to ensure efficiency and consistency.
- Assist in ensuring compliance with NCAA, conference, and institutional policies as it relates to athletic events and operations.
- Support logistics for special events hosted by the department (e.g. Senior Day, Homecoming, Championships, banquets).
- Maintain positive relationships with campus departments such as Public Safety, Student Affairs, and Auxiliary Services to support game day needs.
- Serve as liaison for officials' coordination, including game confirmation and accommodations.
- Monitor and assist with inventory, supplies, and event-related equipment needs.

- Provide oversight for interns, graduate assistants, and student workers assigned to event management roles.
- Assist with departmental projects and initiatives as assigned by the Athletic Director.

***Knowledge, Skills and Abilities:***

- Experience working in NCAA Division II athletic programs.
- Demonstrated ability to work collaboratively with diverse constituencies.
- Proficiency with Microsoft Office Suite and basic knowledge of event management.

***Minimum Hiring Standards:***

<b>Education</b>	Bachelor Degree Required. Graduate level degree preferred.
<b>Years of Experience</b>	Minimum of 1 year of job-related experience, or equivalent combination of education and experience.
<b>Years of Management/Supervisor Experience</b>	TBD

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