UNIVERSITY OF SOUTHERN CALIFORNIA

Athletic Program Manager I

Job Code: 131107

Grade: L
OT Eligible: No
Comp Approval: 9/9/1993

JOB SUMMARY:
Manages a major program for student athletes or a major program supporting key athletic functions such as recruitment or game management. Reports directly to the Athletic Director who shares responsibility for program policy and management. Directly supervises program operations and administrative functions to include planning and scheduling, program evaluation, policy implementation, personnel administration, budget, public relations, fundraising and proposal development. Contributes to the design of program content, policies and strategic planning efforts.

JOB ACCOUNTABILITIES:

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<th>E/M/NA</th>
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Plans, organizes and implements a major program for student athletes or a major program supporting key athletic functions such as recruitment or game management. Works closely with coaches and other department managers to plan and develop program objectives and content. Researches and identifies trends and needs and establishes program directions accordingly. Links program with other relevant internal and external departments and organizations.

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Develops and recommends program operating and administrative policies. Manages the dissemination, interpretation and application of program policies and recommends approval of exceptions.

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Maintains currency and ensures program compliance with all University and NCAA rules and regulations. Monitors NCAA changes and analyzes for impact to program operations.

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Manages the delivery of services to targeted program participants or beneficiaries. Sets and communicates program priorities and performance standards and assesses operations using these criteria. Plans and conducts quality assurance reviews and recommends changes as appropriate. Develops and maintains automated or manual systems and procedures to facilitate program operations.

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Represents the program to students, prospective students, parents, alumni, community, other universities, and other constituencies. Attends NCAA events, conferences and professional meetings as a representative of the Athletic Department.

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Participates in the recruitment of prospective students as appropriate.

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Manages staff assigned to program. Recommends organizational structure, reporting relationships and staffing needs based on program goals. Makes hiring, promotional and salary decisions in accordance with University policy. Provides performance appraisals for staff and determines need for disciplinary action.

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Participates in short and long range planning for student athletics. Integrates plans for immediate area(s) of responsibility with overall departmental strategies.

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Participates in the development and administration of program budgets and recommends resource allocations. Authorizes expenditures within established limits. Provides financial status reports as requested.
May negotiate and contract with vendors for services pertinent to program operations. Ensures contract terms are satisfied. Assists in fundraising efforts as requested. May meet with alumni, donors and others to assist in solicitation of sponsorships and funds.

Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

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In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor's Degree

**Minimum Experience:**

3 Years

**Minimum Field of Expertise:**

Directly related athletic program management experience in NCAA Division I. Complete and working knowledge of NCCA rules and regulations. Strong interpersonal and written communication skills.

**Preferred Experience:**

5 Years

**Preferred Field of Expertise:**

Special education, licensing or certification requirements may exist based on program content.

**Skills:**

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Development/fundraising
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial Skills
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Public speaking/presentations
Research
Scheduling
Staff development
Statistical analysis

Supervises: Level:

Supervises employees and student workers

Comments:

Time requirements of this position are unusual and demanding.

SIGNATURES:

Employee: ____________________________  Date: ____________________________

Supervisor: ____________________________  Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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