UNIVERSITY OF SOUTHERN CALIFORNIA

Athletic Programs Manager II

Job Code: 131111

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

JOB SUMMARY:
Manages multiple programs for students athletes. Reports to the Athletic Director and directly assists in overall management responsibilities for the Athletic Department. Directs program operations through other managers or coaches. Oversees administrative functions to include planning and scheduling, program evaluation, policy implementation, personnel administration, budget, contract negotiations, public relations, fundraising and proposal development for assigned programs.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

Plans, organizes and manages implementation of multiple programs within Athletics. Works with managers and/or coaches to plan and develop individual program objectives and content. Determines program priorities and allocates resources accordingly. Researches and identifies trends and needs and establishes program directions accordingly. Links programs with other relevant internal and external departments and organizations.

 Develops and implements program operating and administrative policies. Manages the dissemination, interpretation and application of program policies and approves exceptions.

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

 Directs the delivery of services to targeted program participants or beneficiaries. Sets and communicates program priorities and performance standards and assesses operations using these criteria. Provides for quality assurance reviews and addresses areas in need of attention. Provides for the development and maintenance of automated or manual systems and procedures to facilitate program operations.

 Represents athletic programs to students, prospective students, parents, alumni, community, other universities, and other constituencies. Attends and actively participates in NCAA events, conferences and professional meetings as a representative of Athletics. Develops and delivers speeches and presentations for various university, civic and professional events.

 Directly or indirectly manages all staff assigned to the program, usually through subordinate managers or supervisors. Determines organizational structure, reporting relationships and short and long-range staffing needs based on program goals. Reviews and approves hiring and salary actions to ensure compliance with policy. Oversees performance appraisal process for program staff and remains informed of any disciplinary actions required.

 Participates in short and long range planning for student athletics. Integrates plans for immediate area(s) of responsibility with overall departmental strategies.
______ Plans and administers program budgets and allocates resources. Prioritizes equipment needs and purchase requests. Provides financial status reports as requested.

______ Reviews, approves and issues contracts for intercollegiate competition.

______ Recruits prospective students as appropriate.

______ Identifies and develops fundraising goals for programs managed. Meets with alumni, donors and businesses to raise funds and solicit sponsorships.

______ 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.

_E____ 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 REPSONSE/RECOVERY:**

Essential:  

☐ No

☐ Yes  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:  

5 Years

Minimum Field of Expertise:  

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

Preferred Education:  

Master's Degree

Preferred Experience:  

7 Years

Skills:  Other:  

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
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Public speaking/presentations
Research
Scheduling
Staff development
Statistical analysis

Supervises: Level:
Manages through subordinate supervisors

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.

The University of Southern California is an Equal Opportunity Employer