



Classification Description

Job Title: Director, Business Operations-Athletics

Pay Grade: Administrator

Job Code: 4096

FLSA Status: Exempt

Job Purpose

The Director, Business Operations-Athletics plays a pivotal role in ensuring the smooth and efficient functioning of all financial and administrative aspects within the Athletics department. This position is responsible for overseeing budget management, financial planning, and operational logistics to support the strategic goals and objectives of the athletic program. By providing leadership in fiscal stewardship, policy development, and resource allocation, this position contributes to the overall success and sustainability of the Athletics department, fostering a culture of excellence, transparency, and accountability. This is a College Administrator on annual contract position.

General Responsibilities

Essential Functions

Completes and submits all team travel authorizations and reimbursements.

Provides operational support to the Athletics department, assisting with scheduling, budgeting, and other operational tasks, as needed.

Prepares and distributes reports, presentations, and other materials related to Athletics operations.

Ensures athletes have appropriate entry access to arena by providing list of athletes to FSW's IT and Campus Police Department at the beginning of each term.

Develops and prepares annual athletic report to include such things as year end achievements, student athlete academic performance, team win/loss performance, and student-athlete D1 transfer statistics.

Works closely with Public Engagement and Auxiliary Services offices to ensure community events are properly planned and scheduled to ensure the highest level of satisfaction.

Oversees the scheduling of transportation vans for both the Athletics department and other College department use.

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Oversees the student-athlete book buying process on designated book buying days. Ensures all transactions are properly accounted for and researches discrepancies.

Analyzes season and individual game ticket sales and prepares trend analysis.

Acts as the point person for all Athletics led fundraising events. Organizes personnel to ensure events run smoothly.

Reviews event schedules for the FSW Suncoast Credit Union arena and FSW baseball/softball fields to ensure overlap of events does not occur and both departments are kept up to date on space usage.

Serves as a liaison between the Athletics department and other campus units, fostering effective communication and collaboration.

Reviews and assesses financial aid packages for prospective and current student-athletes, ensuring compliance with NJCAA, conference, and institutional rules and regulations.

Provides guidance and support to coaches and administrators regarding financial aid strategies and compliance requirements.

Manages the process of issuing and tracking Letters of Intent (LOI) for prospective student-athletes, ensuring all necessary documentation is obtained and filed accurately.

Collaborates with coaches and compliance staff to ensure LOI compliance with NJCAA regulations, conference requirements, and institutional policies.

Maintains a database of LOIs and monitors the status of commitments, communicating with coaches, and if necessary student-athletes.

Stays up-to-date with NJCAA, conference, and institutional policies and regulations, ensuring compliance at all times.

Stays updated and ensures strict adherence to Title IX regulations, ensuring gender equity in all aspects of the Athletics program.

Monitors and evaluates the Athletics program's compliance with Title IX, conducting regular assessments, and producing reports, as required.

Develops operating procedures regarding the administration and implementation of departmental programs and services. Documents all procedures and updates, as needed.

Builds collaborative relationships with staff members in all College-wide departments.

Collaborates with FSW's Marketing and IT departments to ensure updates to website, marketing materials, and publications are up to date.

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Analyzes and reviews the performance of administrative functions under charge for the purpose of improving efficiency, maximizing resources, and ensuring accuracy in task performance.

Oversees the maintenance of accounting records for Athletic operations, which include purchase orders and requisitions, billing, expenditures, revenues, inventory, and payroll.

Closely monitors department expenditures; prepares comprehensive evaluations/reports of actual costs against budgeted costs, forecasting, and reconciliations.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education in Business Administration, Public Administration, Education, Student Personnel, or a related field.

Professional work experience related to managing athletics operations for an institution of higher education.

Ability to independently travel to all FSW campuses in Lee, Charlotte, Collier and Hendry counties and other locations for College business.

Ability to work evenings and weekends, as needed.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.

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- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: May 7, 2024.