

The University of Texas at San Antonio

Job Description

Job Title: Team Operations Coordinator
Code: 13539
Salary Grade: 58
FLSA Status: Exempt
Division: Athletics
Reports To: Head Coach of Athletic Team

Summary

- Function: To provide organization, management, and administration for UTSA athletic team.
- Scope: Coordinate and implement the administration, management and execution of strategies in support of the goals and objectives of the athletics program.

Duties

- Typical:
 1. Responsible for the team film exchange program. Provides necessary coordination with sharing teams, ensures essential game films are sent and received in a timely manner per existing agreements. Oversees technology needs – makes recommendations for equipment repairs, upgrades, enhancements. Alerts head coach to any issues.
 2. Works closely with coaches and athletic department personnel to ensure compliance paperwork is appropriately completed, submitted.
 3. Coordinates ticket requests and distribution with the Ticket Office.
 4. Organizes team community activities and programs. Makes recommendations to coaches for new team events, and specific details of planned events.
 5. Serves as primary liaison to the marketing department for home game activities.
 6. Assists with recruiting mail-outs.
 7. Responsible for team travel arrangements and meals. Ensures travel arrangements are optimally structured to provide efficient team management, while conforming to University/NCAA guidelines.
 8. Gathers and reviews information on academic and athletic development of student athletes.
 9. Performs other duties as assigned.

- Periodic:

1. Assists with the organization and delivery of summer camps and special programs.

Education

Required	Preferred
Bachelor's Degree from an accredited institution	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Two years of professional work experience OR as a collegiate basketball player OR in a collegiate athletics support and/or administration.	Knowledge of NCAA and Southland Conference rules and regulations.

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	Frequent evening and weekend hour required. Position travels with athletic team.

Supervision

Received	Given
Direct supervision from Head Coach.	None.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.