

The University of Texas at San Antonio

Job Description

Job Title: Athletics Facilities Event Coordinator II
Code: 13553
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Specific to Athletics Department
Reports To: Associate Athletics Director for Facilities & Events

Summary

- Function: To provide daily operations management and administration of the Athletics events and facilities.
- Scope: Responsible for facility operations, supervision of events and coordinating all aspects of event operations and asset security in compliance with University and Athletics Department policies and procedures.

Duties

- Typical:
 1. Provides early morning, evening and weekend operations management and administration of Athletic facilities.
 2. Initiates, plans, schedules and manages on and off site university events to include coordination/procuring of location, facilities, technical services, supplies marketing, publicity and personnel.
 3. Assists with event set-ups and teardowns as needed.
 4. Hires, trains, schedules and supervises full-time Athletics Facilities Event Coordinator I position and student workers.
 5. Reconciles student wages account on a monthly basis.
 6. Ensures sufficient support personnel are trained, scheduled and available.
 7. Develops and manages budgets for internal and external events.
 8. Responsible for security of Athletic facilities.
 9. Maintains University Athletics relations with on- and off-campus departments and service providers.
 10. Assists with repair of equipment and some facility maintenance. Assists with tracking of maintenance costs and budgeting.
 11. Maintains responsibility of University assets by using discretion and independent judgement when necessary to assure efficient and appropriate operations of all Athletics on-campus events and facilities.
 12. Performs other duties as assigned.

- Periodic:
 1. Assists with department projects.
 2. Prepares reports and researches on potential facility trends and upgrades.
 3. Keeps up-to-date on best practices in event and facility management.

Education

Required	Preferred
Bachelor's degree.	Bachelor's or Master's degree in sports administration, physical education or related field.

Other Requirements

Required	Preferred
Excellent written and oral skills and the ability to work with diverse groups.	Current CPR, AED and First Aid certifications.
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of progressively responsible experience in facility management.	Four years of progressively responsible experience in facility management.
Experience in personnel administration (hiring, training and supervising student staff members) and student staff development.	Familiar with a metropolitan university setting.
Experience with facility maintenance issues.	

Equipment

Required	Preferred
Working knowledge of PC hardware and Microsoft Word, Excel and Outlook software, point of sale terminal, audio/visual equipment to include building-wide sound system, DVD player, audio and video tapes & CDs.	N/A

Working Conditions

Usual	Special
Work will be conducted in the office and on indoor and outdoor playing courts and fields.	May involve work as a member of the skeleton crew during University holidays.
Ability to work with equipment and perform these tasks, including but not limited to: audio/visual equipment, light maintenance,	

climb ladder, assist with event set-up of tables, chairs, stage and sound and rearrange fitness equipment. May be exposed to standing for long hours and working in adverse weather.	
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Supervision

Received	Given
General instructions from Associate Athletics Director for Facilities & Events.	Direct supervision of assigned full-time staff and student staff.

Accuracy

Proficiency in all phases of duties performed.
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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.
