POSITION OVERVIEW: Reports to the Associate Director of Athletics/SWA for Internal Operations, responsible for providing leadership to the day to day facilities and game operations for Stetson University’s Division I intercollegiate athletics program. Directly supervises a Concessions Manager, Assistant Director of Facilities/Events, Equipment Room Supervisor and multiple student workers and interns.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS: Bachelor's degree with three years of professional experience in athletic facilities and operations or related field; commitment to the mission and strategic plan of the University; ability to work effectively with students, student-athletes, faculty, alumni, program boosters, the public and administrative staff.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: Provides leadership for the day to day facilities and game operations for Stetson University’s Division I intercollegiate athletics program. Responsible for Event Management and Facility improvement and upkeep. Ensures compliance with all federal, NCAA, conference and university regulations, creating and managing departmental resources in a fiscally responsible manner, and sustaining a culture of sportsmanship, professionalism and respect at all levels.

Significant Duties:

The responsibilities of the Assistant Athletic Director for Operations and Events shall include, but not necessarily be limited to, the following:

- Strong interpersonal, written and verbal communications skills.
- Oversees budgets for equipment room, athletics facilities and events, concessions and student employment.
- Coordinating, implementing and supervising all game day operations for Stetson Intercollegiate Athletics, including set up and break down, which includes, but is not limited to venue preparation for practice and competition, supervising and instructing workers.
- Supervising the scheduling of activities (practice, game, outside) for all of Stetson’s athletic facilities. Must have ability to conduct productive coaches meetings, offer conflict resolution, capable of posting, tracking and disseminating schedules in a timely manner.
POSITION TITLE: ASSISTANT ATHLETIC DIRECTOR FOR OPERATIONS AND EVENTS

- Supervising the maintenance, function and improvement of Stetson’s athletic facilities. Includes maintaining all buildings and fields, with the assistance of our facilities and grounds staff, coordinating the replacement or repair of all parts that are broken down, and enhancing facilities where capable and appropriate.
- Supervising the use of Stetson’s athletic facilities by outside groups and our recreation staff looking to utilize the facilities in a limited manner. This also entails working with our Boundless Learning staff, which is responsible for our non-athletic summer camps.
- Supervising all student workers, game workers and equipment manager(s) employed by the University who work in the Athletic Department.
- Managing the budgets, personnel and performance of Concessions at events.
- Performing other duties as may be assigned by Associate Athletic Director/SWA for Internal Operations.

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or a application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.