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# Example of Basketball Operations Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of basketball operations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for basketball operations

* Responsible for all aspects of team travel, including transportation, lodging, meals, practice facilities, per diem
* Supervise men’s basketball non-coaching personnel, including Receptionist, Director of Video, Director of Administration, graduate assistants, student managers, and other staff as assigned
* Coordinate housing and meal planning for student-athletes with University Housing and University Dining
* Coordinate men’s basketball facilities needs, including Dail Basketball Practice Facility, PNC Arena, and other athletics facilities through sport supervisor and athletics facilities office
* Assist student-athletes with financial aid matters, through compliance office and director of athletics financial aid
* Represent men’s basketball and head coach at meetings as requested
* Fund allocation along with proposing special projects that may entail special funding (facilities, video equipment)
* Coordinate all advance scouting for opponents through DVSport Software and Synergy Sports Tech
* Organize and produce video of game footage, including shooting and editing, for evaluation by coaching staff and team
* Directly supervise and assign work for student managerial staff (student help)

## Qualifications for basketball operations

* Minimum of 5 years of work and/or playing experience in a collegiate or professional basketball environment
* Experience in Division I men’s basketball program
* Prior administrative experience in collegiate men’s basketball
* Technical knowledge and skill in the use of video technology and equipment including digital editing, production and post-production editing, graphics, and photo software
* Understanding of the sport of basketball and basketball terminology in order to video tape and edit correct footage and game situations
* Bachelor’s degree in Sports Management, Business, Communications, or related fields