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# Example of Basketball Operations Job Description

Our innovative and growing company is hiring for a basketball operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for basketball operations

* Responsible to maintain accurate reimbursement records for travel and food expenses for the team
* Coordinate all equipment orders with the Head Coach
* Work closely with the Equipment Room Attendant and the Head Equipment Room Manager to ensure all equipment needs for practice, games, and recruiting are fulfilled
* Complete appropriate equipment paperwork in a timely manner
* Monitor academic process of student-athletes, including maintaining player files to help guide academic matters
* Acts as the liaison with Academic Counselor needs, including tutors, special testing, special circumstances, Relay any and all pertinent information the Head Coach
* Coordinate all aspects of team travel
* Complete the day-to-day paperwork/practice plans
* Manage film exchange and video editing programs
* Size and order/re-order equipment

## Qualifications for basketball operations

* Experience in managing large-scale sports events, tournaments
* Bachelor’s Degree required – Sport Management, Business, or related field
* A minimum of 5 years of relevant experience at a NCAA Division I institution, or a combination of collegiate or professional basketball playing, coaching and/or operations experience
* Proficient computer experience with common office and recruiting software programs, and comfortable with technological advances
* Demonstrated experience managing multiple deadlines and responsibilities in a professional manner
* Must be team-oriented, self-motivated and a hard worker with excellent communication skills and a positive attitude