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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. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for basketball operations

* Acquire knowledge of the Collective Bargaining Agreement (CBA)
* Responsible for development, safety and conduct of the program
* Coordinate all team travel including, but not limited to, flight and hotel arrangements, ground transportation, and restaurant reservations
* Assist the Head Men’s Basketball Coach with organization of recruiting strategies including
* Limited on-court duties including keeping track of advanced-metric game stats used for team analysis
* Acting as team liaison for community service events
* Assisting the head coach with day-to-day tasks
* Ensuring that responses and requests to phone calls and mailings are made in a timely manner
* Maintaining a professional environment for student-athletes, employees, and public
* Organizing team travel arrangements, intersession and holiday housing and meals for all student athletes

## Qualifications for basketball operations

* Working knowledge of video tape/editing equipment
* Self-motivated, able to work independently, and be part of a team
* Experience coordinating team travel logistics
* Must be self-motivated, able to work independently, and be part of a team
* Must have experience coordinating team travel logistics
* Master’s preferred or Bachelor’s degree with equivalent work experience