

Example of Assistant Athletic Director Job Description

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Our company is hiring for an assistant athletic director. 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 assistant athletic director

- The Assistant Director will be responsible for the organization and coordination of a wide variety of administrative tasks as assigned by the Assistant AD, which include, but not limited to, team scheduling, budget preparation & administration, facility usage, public relations, fundraising, community service and other daily operations for the program
- Serve as the primary contact with human resources on matters relating to temporary and part-time employees including the processing of personnel matters related to outside facility rentals and camps and clinics
- Serve on Department Athletic Cabinet, consisting of senior level managers (Associate & Assistant Athletic Directors) and key administrators (Directors, Assistant Directors)
- Experience and knowledge of athletic equipment, facilities, game operations and event planning
- Provide strategic leadership across GT Athletics for Ideation, initiating the creative process and managing through development and actualization
- Manage the athletic department equipment rooms
- Serve as School Safe Environment Coordinator, ensuring that all employees and volunteers are SET compliant
- Oversee, manage, and evaluate staff and operations of all JV and Freshman level athletics teams
- Oversee all recruiting monitoring systems, including phone logs, contact

- Coordinates marketing and promotional activities for university intercollegiate sports programs

Qualifications for assistant athletic director

- Ability to work effectively and communicate with a diverse population of students and staff
- An AEMA member or able to be certified within 1 year of hire date
- Experience working with an inventory system, preferably Jump Forward
- Minimum three (3) years collegiate media relations experience
- This position will be for the night shift
- Minimum 2 years' of demonstrated development experience is preferred