



# Example of Associate Athletic Director Job Description

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Our innovative and growing company is looking for an associate 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 associate athletic director

- Coordinate with External Operation and Development Office to ensure PCI compliance
- Web liaison for athletics
- Assist with video broadcasts of select athletic events
- Manage the annual report process
- Design and deliver programming to GT Athletics staff and student-athletes as needed
- Preparation and administration of annual athletics budget
- Prepare monthly budget statements and assist with short range and long range forecasting
- Review accounting statements sent by GCU cost accounting to ensure all transactions charged to athletics are accurate
- Management and oversight of all administrative support roles/functions for Athletics
- Responsible for recommending cost and operational improvements in athletics to ensure cost effectiveness of resources and operational efficiency

## Qualifications for associate athletic director

- Demonstrate understanding of how Athletic Departments run in a University setting preferred and experience working with student-athletes, coaches and

- Excellent verbal and written communication skills and ability to speak in a public setting
- Familiarity with Advance, Reeher or comparable fund-raising database
- Familiarity with Advantage, Paciolin or comparable ticketing and donor database
- Ability to think strategically and quickly summarize complex and detailed information
- Ability to travel nationally for athletics events and donor visits