Our innovative and growing company is hiring for an athletic coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for athletic coordinator

- Successful budget management required
- One to three’s years’ experience preferred
- Excellent interpersonal, oral and written communication skills and the ability to work effectively with a wide range of constituencies in a diverse community are required
- Ability to exercise independent judgment and initiative to manage multiple tasks and deadlines
- Working knowledge of athletic events and maintenance is preferred
- Ability to travel normally, requiring a driver’s license
- Manage and maintain all hardware, and software programs utilized for monitoring academic support and progress
- Oversees operation of athletic trainers at Southern Utah University, and training room operation/policy
- Helps negotiate written contracts with participating organizations
- Facilitates patient entry into the health care system and properly track and document these referrals

Qualifications for athletic coordinator

- Demonstrated effectiveness with interpersonal relationships (i.e., athletes, school administrators and coaches, physicians, etc)
- Carrying, crawling, hearing/listening, lifting, manual dexterity, pulling/pushing, seeing, sitting, speaking, squatting/kneeling, standing, and
- Previous experience in a D-1 Athletic Department
- Previous experience in managing teams, projects, process improvement, and strong communication skills
- Other duties assigned by Senior Associate Athletic Director or Associate Athletic Director for Compliance/SWA