



Assistant Athletic Director of Operations

Full Time / Salary / Exempt

WORK SCHEDULE

Flexible

WORK SITE

Onsite Bethany Campus

REPORTS TO

Director of Intercollegiate Athletics

DEPARTMENT

Athletics

EFFECTIVE DATE:

April 2022

JOB SUMMARY

The Assistant Athletic Director of Operations will be responsible for the coordination of all activities and staffing for game day responsibilities for all sports. Also, "Game Day Experience" for student-athletes and fans will be a main responsibility of this position. While their attendance will be required at most home games to oversee and participate in game day operations, there will be times when simultaneous games or time off require coordination remotely and in advance. This person will be the single point of contact for all game day staff coverage, administration of duties/logistics and be the contact point for officials, visiting universities and the Director of Intercollegiate Athletics throughout games. The Athletics Communications staff will be supervised and directed by this position. This position will serve on the Director of Intercollegiate Athletics Leadership Team.

RESPONSIBILITIES

Required Qualifications:

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion, and equity.



- She/he needs to possess strong character traits and ministry values that express what God can do through her/him in impacting the coaches, student athletes, SNU employees and outside persons with whom they interact.
- Needs to passionately support and articulate the University Mission and Vision for athletics within the context of that Mission.
- Must have at least an earned bachelor's degree in an applicable field.
- A heartfelt commitment to excellence in academics and athletics.
- Demonstrate leadership and communication skills including strong verbal and writing skills. Communication skills also include scheduling various tasks with several employees/students for multiple games in any given week.
- Demonstrate strong interpersonal skills and the ability to communicate effectively with both internal and external constituencies.
- Demonstrate experience working and implementing initiatives that promote diversity, equity, and inclusion.
- Highly organized and skilled in problem solving and conflict resolution. This will often have to be demonstrated in short decision-making windows.
- Versed in Microsoft Office and Google Suite.

Essential Functions:

- Serve as the Game Day Administrator, the single point of contact, for most home games and coordinate coverage for those games that cannot be attended in person.
- As the Game Day Administrator, greet officials, greet visiting teams to escort them to their locker rooms, help officials, when necessary, manage crowd control, if necessary, help with all pre & post-game issues/functions.
- Assign locker rooms for visiting teams, posting signs for both Varsity and JV games and distribute keys to visiting Varsity & JV teams.
- Schedule game security and schedule clean up groups for all home games.
- Hire and train any Game Day set up crews, coordinate gate coverage and direct all Game Day staff in regard to game duties.
- Order cash boxes from Athletic Business & Finance Administrator for all home games and balance tickets sold with money received to prepare deposits.
- Ordering of tickets, general passes, recruiting pass lists for all home games and coordinate assigning of 'Free Passes' for internal staff.
- Work with Facility Manager to coordinate the set up and take down of benches and/or bleachers.
- Work with coaches, Cheer/Pom, Band, Student Government and the Director of Intercollegiate Athletics to coordinate an outstanding "Game Day Experience" for student-athletes & fans.
- Coordinate the work of Athletics Communications staff, assuring consistent, accurate, and Mission appropriate content.



- Coordinate other miscellaneous operational duties as assigned by the Director of Intercollegiate Athletics.

Supervision Received:

- Reports to the Director of Intercollegiate Athletics.

Supervision Exercised:

Supervises the Athletics Communications staff which includes a full-time Director

Apply Online for this position at <https://snu.edu/employment/>

BENEFITS

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.

Updated: August 17, 2020

**SOUTHERN NAZARENE UNIVERSITY
DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

**SOUTHERN NAZARENE UNIVERSITY
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Students contact:

Dean of Students
Southern Nazarene University
Office of Student Life
6612 NW 42nd St.
Webster Commons, Lower Level Suite 110A



Bethany, OK 73008
405-491-6336/ Email: kbradley@snu.edu

Employees contact:

Director of Human Resources (or immediate supervisor)
Southern Nazarene University
6729 NW Expressway
Bresee Hall, Room 306
Bethany, OK 73008
405-491-6333/ Email: gcollier@snu.edu

Chief Diversity Officer

Vice-President for Intercultural Learning and Engagement
Southern Nazarene University
6729 NW 39th Expressway
Bresee Suite 200
Bethany, OK 73008
405-491-6600/ Email: lcrouso@mail.snu.edu

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

Executive Vice President

Southern Nazarene University
6729 NW Expressway
Bresee Suite 202
Bethany, OK 73008
[405-491-6306](tel:405-491-6306)/ Email: mredwine@snu.edu

TITLE IX DISCLOSURE

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category.



Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).

- of Athletics Communications and GA. Supervises part-time Game Day Director.