



**JOB DESCRIPTION**  
**Deputy AD Int Ops/Risk Mgmt**

<b>Employee Name:</b>	<b>Employee ID:</b>	<b>Supervisor:</b>
<b>Class Code:</b> UH16	<b>Class Title:</b> Athletic Administrator	<b>Advertised Rate:</b>
<b>Position Number/Slot:</b>	<b>Campus:</b> Columbia	<b>Work County:</b> Richland
<b>FLSA/Base Hours:</b> Exempt/2080	<b>Full Time/Part Time:</b> Full Time	<b>SOC Code:</b>
<b>State Funding %:</b> 0.00	<b>Federal Funding %:</b> 0.00	<b>Other Funding %:</b> 100.00
<b>Pay Band:</b> Unclassified -	<b>Basis/Hours per week:</b> 12 months/37.5	<b>Type of Staff Position:</b> Full-time Equivalent (FTE)

**Job Purpose:**  
Serve as member of Athletics Department Senior Staff Management Team, reporting to Athletics Director. Outside reporting line to Title IX Coordinator (Director of Office for Equal Opportunity Programs) for Title IX issues including gender equity. Responsibilities include oversight and responsibility for the following: administrator over assigned sports; sports medicine and administrative oversight for team physicians; mental health; sports performance/strength and conditioning; sports science; equipment and apparel; Deputy Title IX Coordinator involving Title IX issues/inquiries; and human resources.

**Essential/Non-Essential Functions:**

Job Duty	Oversight for medical areas including sports medicine, team physicians and mental health.
Essential Function	Yes
Percentage of Time	30

Job Duty	Sport administrator for volleyball, men's tennis and women's tennis.
Essential Function	Yes
Percentage of Time	25

Job Duty	Liaison with University for Title IX issues including allegations involving staff or student-athletes, monitor gender equity.
Essential Function	Yes
Percentage of Time	15

Job Duty	Oversight for sports performance/strength and conditioning and sports science.
Essential Function	Yes
Percentage of Time	10

Job Duty	Oversight for Equipment and Apparel.
Essential Function	Yes
Percentage of Time	5

Job Duty	Oversight for Human Resources.
Essential Function	Yes
Percentage of Time	5

Job Duty	Serve as member of Athletics Senior Staff Management Team.
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Essential Function	Yes
Percentage of Time	5

Job Duty	Represent Athletics on various University, NCAA, ITA (Intercollegiate Tennis Association) and USTA (United State Tennis Association). Assist with any special projects or duties as assigned by Athletics Director.
Essential Function	Yes
Percentage of Time	5

<b>Supervisory Responsibilities:</b> Oversees multiple sport programs (includes coaching and administrative staffs), sports medicine program, sports performance program, equipment and apparel and HR.	<b>Guidelines and supervision received to do this job, including independence and discretion:</b> Employee acts independently and will be expected to use discretion in handling sensitive and confidential information. Must display high ethical standards and professional integrity, demonstrate positive professional behavior at all times as a representative of the University. Evening/weekend work required, job-related travel required.	<b>Hazardous Weather Category:</b> Essential
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<b>USC Minimum Qualifications:</b>	<b>Position Specific Minimum Qualifications:</b> Bachelor's Degree required + 5+ years of experience in senior management in Division I college athletics.
<b>Knowledge/Skills/Abilities:</b> Ability to make sound decisions as it relates to hiring and supervising personnel and overseeing entire sport programs and individuals. Must have demonstrated communication, PR and interpersonal skills. Thorough knowledge of nationwide collegiate athletics trends and practices.	<b>Preferred Qualifications:</b> Master's Degree preferred, expertise in intercollegiate athletics administration and knowledge of NCAA-related processes.

<b>Mental Demands:</b> Analytical and Problem Solving, Confidentiality, Constant Interruptions, Customer Contact, Detailed Work, Language, Math, Multiple Concurrent Tasks, Reasoning, Stress, Training, Verbal Communication, Written Communication	<b>Additional Mental Demands:</b> Must be able to multi-task, constantly re-prioritize duties, effectively communicate and make independent decisions.
<b>Physical Demands:</b> Attendance, Sitting, Speaking, Writing, Grasp, Talk or Hear	<b>Additional Physical Demands:</b> Will be required to attend athletics contests and practices outdoors, in weather prevalent at the time.
<b>Lifting Requirements:</b> Up to 25 Pounds (Light)	<b>Visual Acuity Requirements:</b> Close Visual Acuity (e.g., viewing a computer screen; using measurement devices)
<b>Noise Conditions:</b> Loud Noise Conditions	<b>Physical Demands (Elements Exposed to):</b> Heat/Cold
<b>Equipment Needed to Perform the Duties:</b> Copier, Fax, Telephone	<b>Additional Equipment Needed to Perform the Duties:</b> Standard office equipment.

The University of South Carolina does not discriminate in educational or employment opportunities on the basis of race, sex, gender, gender identity, transgender status, age, color, religion, national origin, disability, sexual orientation, genetics, protected veteran status, pregnancy, childbirth or related medical conditions.