

Draft Classification Standards – Rev. 3/29/2024
Athletics Administration Professional Series

Class Title	Class Code	Issue Date	FLSA
<i>Athletics Administration Professional I</i>	XXXX	XXXX	<i>Non-Exempt</i>
<i>Athletics Administration Professional II</i>	XXXX	XXXX	<i>Exempt*</i>
<i>Athletics Administration Professional III</i>	XXXX	XXXX	<i>Exempt*</i>

OVERVIEW:

Positions classified within the Athletics Administration Professional series are directly responsible for providing athletics program operational oversight and administration. Positions require knowledge of National, NCAA, and Conference rules and regulations as well as best practices, principles, and procedures within athletics administration.

Positions are assigned to classifications within the series based on the scope and complexity of athletics administration activities; degree of independence and judgement; experience, knowledge, skill, and ability required; degree of planning, analysis, and execution required by the position; impact and risk to the university; and nature of supervision received.

Positions perform tasks that may include, but are not limited to, planning, coordinating, and implementing athletics operational and administration initiatives to achieve athletics department goals. Higher levels within the series build upon and include the knowledge and skill requirements and work assignments of lower levels.

Athletics Administration Professional I – Entry-level professional who applies basic professional concepts to resolve problems of limited technical scope and complexity. Normally operates under detailed instructions with close supervision. Analytical and professional work is reviewed for understanding of professional concepts and compliance with policies and procedures. Routinely interacts with student-athletes, faculty, coaches, and athletics staff to resolve less complex problems where answers can be deduced from data and information.

Athletics Administration Professional II – Professional who applies acquired job skills and knowledge of athletics administration best practices, policies, and procedures to complete significant assignments of moderate technical scope and complexity. Draws from prior experience and knowledge of athletics administrative concepts, practices, and techniques to exercise judgment while coordinating and/or managing athletics administration and operations. Provides input for process improvement, athletics revenue growth, budgetary savings, and/or service enhancement. Works with stakeholders to ensure proper implementation of athletics programs by providing significant guidance and instruction.

Athletics Administration Professional III – Professional who applies advanced job skills, in-depth knowledge of athletics administration, project management, and strong political acumen to manage programs and/or complete substantive and complex assignments, projects, and tasks. Exercises advanced discernment when interpreting and applying National, NCAA, and Conference rules and regulations and athletics department

* This classification as outlined in this document meets the duties test of the Administrative Exemption. An employee's actual exemption status may differ based on salary rate and actual duties performed.

policies, guidelines, and operating procedures to determine appropriate action. Problem-solving may require the development of new approaches, techniques, and innovation. Works with athletes, students, faculty, coaches and other stakeholders to ensure success and growth of the athletics department by utilizing persuasion.

TYPICAL PROGRAMS, ACTIVITIES, AND CORE FUNCTIONS/DISCIPLINES (*May include but are not limited to*):

- *Athletics Operations and Administration* – Evaluates overall administrative workflow and makes recommendations to improve efficiencies based on both the department and university operational and procedural requirements.
- *Facilities and Equipment Operations* – Plans, organizes, and coordinates the selection, maintenance, and use of facilities and equipment.
- *Athletics Procurement and Financial Administration* – Manages or coordinates budgets and procurement in accordance with National, NCAA, and Conference regulations and rules as well as university policies and procedures. Collaborates with the university's finance department to ensure compliance with financial policies and procedures.
- *Athletic Event Coordination* – Coordinates and oversees the planning and execution of athletic events, including games, tournaments, camps, student athlete events, fundraising activities, alumni gatherings, and community events. Oversees, prepares, and processes athletic contests and related visiting team and conference agreements, including internal and external related approval processes.
- *Compliance and Regulations* – Stays current with National, NCAA, and Conference regulations and rules to ensure compliance. Evaluates, promotes, audits, and enforces compliance with National, NCAA, and Conference rules as well as athletics department policies, guidelines, and procedures. Develops and revises policies and procedures to maintain compliance.
- *Stakeholder Collaboration* – Collaborates with a vast array of external stakeholders, including, but not limited to, visiting team administration and coaches, NCAA and Conference committees and personnel, as well as alumni, media, and vendors. Collaborates with internal stakeholders including, but not limited to, athletic teams and staff, facilities management, space management, marketing communications, finance, safety and security, and procurement.

ATHLETICS ADMINISTRATION PROFESSIONAL I

Under direct supervision, performs entry-level professional duties involving the planning, coordination, and implementation of athletic tournaments, games, and fundraising/community events. Assists more advanced athletics administration professionals. Performs less complex assignments independently following detailed and established procedures as well as National, NCAA, and Conference rules and regulations. Analytical and professional work is regularly reviewed by more advanced athletics administration professionals for understanding and compliance with regulations.

Work assignments typically include some or all of the following:

- ◆ Gathers and analyzes data to produce reports, communications, and responses related to athletics compliance and program administration.
- ◆ Coordinates and assists with components of athletic events including games and tournaments.
- ◆ Produces detailed travel itineraries and coordinates team travel.
- ◆ Coordinates fundraising and public/community relations events, and related activities such as summer camps. Work includes vendor and contractor purchasing and communications; event planning and schedules; ensuring appropriate documentation as required by NCAA and Conference rules; and facilitating event logistics.
- ◆ Purchases sports apparel, equipment, and general supplies in compliance with NCAA and Conference rules and regulations as well as CSU and campus specific guidelines and regulations.
- ◆ Completes procurement card reconciliation and other budgetary analysis to ensure compliance with NCAA and Conference rules and university policies.
- ◆ Provides work direction to volunteers, student employees, and less experienced staff.
- ◆ Develops comprehensive knowledge and understanding of the standard practices and terminology of athletics administration including any related policies.

MINIMUM QUALIFICATIONS:

Knowledge and Skill:

- ◆ General knowledge of athletics administration principles.
- ◆ Demonstrated communication and interpersonal skills to effectively present information and produce clear and concise reports.
- ◆ Data analysis and math skills.
- ◆ Ability to work independently and as part of a team with a service-oriented approach.
- ◆ Flexibility to adapt to changing priorities and deadlines.
- ◆ Organizational skills to plan, organize, and prioritize work.
- ◆ Ability to guide and direct the work of others.
- ◆ Ability to appropriately use technology and relevant software packages as required.

Experience and Education:

Equivalent to a Bachelor's degree in a related field. Relevant education and/or experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.

ATHLETICS ADMINISTRATION PROFESSIONAL II

Under general supervision, administers athletics administration programs and policies. Responsibilities cover all aspects of administrative tasks and functions for the athletics department. Work is reviewed for soundness of technical judgment and compliance with rules, regulations, policies, and procedures. Decision-making considers National, NCAA, and Conference regulations and rules as well as university and athletics department policies, guidelines, and procedures. Evaluates and recommends procedure and process changes. Works independently on most day-to-day assignments with general supervision on new assignments or projects to ensure understanding and alignment with objectives. Handles multiple work priorities and is accountable for own work results.

In addition to duties performed by the Athletics Administration Professional I, the Athletics Administration Professional II typically performs the following duties:

- ◆ Plans and executes athletic events, including games, tournaments, and competitions.
- ◆ Coordinates and participates in operations meetings with on-campus and off-campus personnel to prepare appropriately for events.
- ◆ Serves as a key point of contact for internal and external inquiries regarding athletics administration and directs inquiries to appropriate staff members.
- ◆ Researches current National, NCAA, and Conference rules and regulations and recommends policy, process, and/or procedure changes, as warranted.
- ◆ Trains and provides lead work direction to student employees, volunteers, other professionals, and less experienced staff.
- ◆ Completes research and analysis and recommends improvements to operational methods, policies, and processes leading to efficiencies in operations.
- ◆ Contributes to the development and management of the athletics department budget by projecting event/program costs, including labor and operating expenses. Performs event/program expense analysis.
- ◆ Develops overall athletics scheduling by creating and maintaining the master calendar for all events, as well as ensuring approvals for facilities, team travel, and other event details.

MINIMUM QUALIFICATIONS:

In addition to Athletics Administration Professional I knowledge and skill requirements, work assignments typically require:

- ◆ Working knowledge and understanding of athletics department financial management, event coordination, and athletics regulations.
- ◆ Demonstrates competence in independently applying judgment to resolve complex problems and issues.
- ◆ Working knowledge and skill in applying and interpreting National, NCAA, and Conference rules and regulations as well as university policies, standards, and guidelines. Ability to make recommendations based on interpretations and principles of athletics professional practices.
- ◆ Strong analytical and organizational skills to organize, prioritize, and facilitate the successful completion of athletic events within time and budget constraints.
- ◆ Strong communication and interpersonal skills to effectively produce clear and concise reports and communications.
- ◆ Ability to effectively provide lead work direction to others.
- ◆ Public and internal relations skills to effectively partner with a large and diverse group of internal and external stakeholders.
- ◆ Computer proficiency to appropriately use technology and relevant administrative tools.

Experience and Education:

Equivalent to a bachelor's degree in a related field and two years of relevant experience. Additional experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis. An advanced degree in a related field may be substituted for the required experience on a year-for-year basis.

ATHLETICS ADMINISTRATION PROFESSIONAL III

Working independently under general supervision, performs advanced athletics administration professional work. Demonstrates advanced discernment in determining and recommending program solutions, policies, and operational and administrative process improvements. Serves as a subject matter expert across the university for a critical component of athletics administration such as compliance. In collaboration with management, assesses, formulates, and evaluates programs, policies, and procedures. Decision-making is based on professional best practices; National, NCAA, and Conference rules and regulations; university policies; impact on programs, and athletics program goals. Work is performed with minimal oversight focused on ensuring alignment with overall objectives. Handles multiple work priorities and may provide lead work direction with accountability for results.

In addition to duties performed by the Athletics Administration Professional II, the Athletics Administration Professional III also performs the following typical duties:

- ◆ Utilizes specialized in-depth knowledge to provide athletics administration expertise across the university in a critical component of athletics administration such as compliance and/or broad knowledge and expertise to manage a comprehensive athletic program.
- ◆ In collaboration with management, develops new and recommends improvements to athletics program management policies, processes, and procedures.
- ◆ Monitors budget and financial metrics for area of responsibility.
- ◆ Develops, implements, and manages large and/or complex projects.
- ◆ Assists with facilitating contracts with significant financial and reputational impact.
- ◆ Creates and adjusts methodologies to meet changing policies and organizational focus areas.
- ◆ Provides lead work direction and mentoring to student employees and other staff.
- ◆ May manage and oversee overall athletics scheduling and master calendar.

MINIMUM QUALIFICATIONS:

In addition to Athletics Administration Professional II knowledge and skill requirements, work assignments typically require:

- ◆ Advanced knowledge and understanding of athletics program administration and athletics regulations and compliance.
- ◆ Advanced knowledge of athletics administration current best practices.
- ◆ Advanced analytical and organizational skills to organize, prioritize, and manage a large and/or complex component of athletics administration.
- ◆ Demonstrates competence in independently applying advanced judgment to resolve difficult and complex problems and issues.
- ◆ Advanced knowledge and skill in applying and interpreting nuanced regulations, standards, and guidelines. Ability to make recommendations for changes based on interpretations and principles of professional practices.
- ◆ Advanced communication skills to complete detailed and complex reports and utilize persuasion when communicating across the university at all levels.
- ◆ Ability to effectively lead, mentor, and train other athletics administration professional staff.
- ◆ Advanced public and internal relations skills to effectively represent the university and athletics department, engage and collaborate with student-athletes, coaches, and university leadership, and develop and maintain strategic external relationships.

- ◆ Advanced skill to appropriately incorporate the use of technology and relevant athletics administration and management tools into area of responsibility.

Experience and Education:

Equivalent to a bachelor's degree in a related field and four years of relevant experience. Additional experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis. An advanced degree in a related field may be substituted for the required experience on a year-for-year basis.

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