

JOB DESCRIPTION:	Assistant Athletic Director/Internal Operations		
DEPARTMENT:	Athletics		
REPORT TO:	Executive Athletics Director		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	# 457110	DATE APPROVED:	25-FEB-2022
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Responsible for performing a wide variety of business operations and general office activities which provide direct support to the activities and duties of the Athletic Department.

DUTIES:

1. Approves, manages, and records all financial transactions both expenditure and revenue to the Athletic Department's departmental operational accounts and departmental fundraising accounts. Processes, verifies and reconciles departmental business operations including but not limited to deposits, check requests, travel expense forms, purchase orders, and credit card statements.
2. Evaluates the department's annual operating budget request and makes recommendations to Director of Athletics. Oversees athletics financial transactions to ensure compliance with NCAA Division II and/or Gulf South Conference rules. Prepares and files the annual financial statements and reports for campus, the GSC, the NCAA, and the US Department of Education (i.e.: EADA, NCAA Financial report). Assists the Director of Athletics in advising and consulting with coaching staff and directors to interpret program financial needs and questions, policies and procedures.
3. Maintains usage schedule for departmental vehicles and coordinate regular maintenance (oil changes, tire rotation/replacement, annual registration, etc.).
4. Supervises athletics event management/facility scheduling and staffing of athletics home contests. Manages guest pass lists for home contests and ensure this process is in compliance with NCAA Division II rules.
5. Collects and reviews countable athletically related activities logs. Accepts or flags for additional review. Maintains and submits reports and forms related to student athlete financial aid/scholarship renewals/reductions, Gulf South Conference annual report.
6. Maintains a working list of current and incoming student athletes.
7. Acts as a resource and primary contact for coaches and staff in the purchasing of equipment, supplies, and completion and approvals of reimbursements. Act as the primary contact for coaches who wish to rent athletics facilities to third parties and ensure paperwork and procedures are coordinated with Campus Events Department.
8. Work with the University Advancement to process donation checks, track balances and manage the expense processing for fundraising accounts.
9. Assist in representing the department in appropriate committee and unit meetings as needed.
10. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Model professional standards and ethics in accordance with WNMU philosophy.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Master's degree in Sport Administration/Leadership or related field with 2 years of experience or completion of Master's degree within 1 academic year required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Must have solid demonstrated knowledge of NCAA Live Stats, Stats Crew experience or other sport statistic programs for football, volleyball, basketball and softball. Current knowledge of NCAA, Lone Star Conference, and University policies. Have a working knowledge of Adobe InDesign and Photoshop, as well as experience in specialty programs like Stats Crew, NCAA Live Stats, Neptune and/or other similar web design programs. Must have solid demonstrated knowledge of accounting transactions, practices and procedures as well as related federal, state and local laws and regulations. Must be knowledgeable of university policies, procedures and regulations regarding accounting functions. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications, accounting and banking techniques and systems. Knowledge of customer service principles, practices and techniques. Must be able to effectively communicate accounting information policies and/or procedures. Must be able of reviewing/analyzing a variety of financial records/reports necessary to document the receipt, allocation and distribution of funds.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)