Associate Athletic Director/Chief Operating Officer (COO)
Eastern Washington University

Position Overview

This position is housed in the athletic department and will report to the Director of Athletics. It is the responsibility of the COO to handle all aspects of Eastern’s athletic business operations. This includes budget management, human resource management as well as overseeing several staff reports that are responsible for revenue and expenses for the department. This position will keep the athletic and campus administration abreast of all financial operations of the athletic department. This includes oversight of the ticket office, equipment room, marketing and promotions, and the media coordinator positions. In addition, this position will work collaboratively with the EAA in revenue generation as well as oversee insurance and medical issue pursuant to financial issues. Finally, the COO will be the point person for all personnel matters within the department. It is the responsibility of the COO to communicate with all appropriate constituencies on campus to coordinate the afore-mentioned duties and responsibilities.

Accountability

Rules compliance is an important responsibility of this position. Employee shall support and comply with all applicable rules and regulations of the NCAA, the Big Sky Conference, and other established bodies that govern intercollegiate athletics and the University. In the event the Employee becomes aware, or has reasonable cause to believe, that violations of rules compliance may have taken place, Employee shall report same promptly to the Athletic Director, Compliance Coordinator, or his/her designee.

Description of Duties

- Prepare, distribute, and be accountable for entire intercollegiate athletic budget.
- Member of Athletic Department senior staff team.
- Responsible for Athletic Department human resource management.
- Supervise the positions and offices of; Marketing and Promotions and Ticket Manager, Media Coordinator, and Equipment Manager and their direct reports.
- Responsible for oversight of all expense and revenue generation – this may include and not be limited to; television and radio contracts, website and apparel contracts as well as special events activities producing revenue.

Required Qualifications

- NCAA Division I experience.
- Have working knowledge and experience with intercollegiate athletic budgets.
- Have experience in NCAA compliance issues as it pertains to financial management.
- Experience in supervising personnel

Bachelor’s Degree in Business Administration, Public Administration, Sports Administration, Athletic Administration or a related field with a minimum of five (5) years experience NCAA Division I experience.
Preferred Qualifications

Master’s Degree in Business Administration, Public Administration, Sports Administration, Athletic Administration or a related field with seven (7) years of NCAA intercollegiate experience

Conditions of Employment

Valid Driver’s License.
Applicants must be able to maintain a thorough knowledge of NCAA and institutional rules, regulations and policies particularly as they apply to media relations and off-campus entities.

% Breakdown of Duties

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<tr>
<th>%</th>
<th>Duties</th>
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<tbody>
<tr>
<td>60%</td>
<td>Financial Management</td>
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<td>15%</td>
<td>Personnel Management</td>
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<td>15%</td>
<td>Oversight of Equipment, Media Coordinator, and Marketing/Promotions/Tickets and their respective areas</td>
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<tr>
<td>10%</td>
<td>Oversight of revenue generation via special events, EAA, and various departmental contractual agreements</td>
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