

UNIVERSITY OF SOUTHERN CALIFORNIA

Chief of Staff, Athletics

Job Code: 199133

OT Eligible: No

Comp Approval: 3/5/2021

JOB SUMMARY:

Assists the university athletics director, providing strategic direction for the athletics department's external and revenue components. Responsible for effective departmental operations, administration and functions. Ensures collaborative, constructive relationships are maintained with university partners and senior leadership, working closely with the director to detail strategic plans and goals. Proactively identifies and resolves issues (e.g., risk, compliance), and develops, coordinates and/or supports initiatives to maintain a high level of department integrity (e.g., diversity and inclusion efforts).

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

_____	_____	Provides strategic direction for the athletics department's external and revenue components (e.g., ticket sales, corporate sponsorships, marketing and advertising, digital and social media). Manages key departmental contracts (e.g., coaches, vendors), and oversees department and unit facilities and budgets, decreasing or maintaining expenses as appropriate. Develops systems and processes for integrating data and analytics into daily dialogue, operations, and decision-making in the department.
_____	_____	Oversees the athletics department's day-to-day operations, responsible for communications and coordination between and for all units and providing routine, thorough updates to the athletics director. Executes the director's vision for creating and implementing a departmental organizational structure that meets the demands of the current intercollegiate athletics landscape. Advises director and relevant stakeholders on strategic planning, departmental initiatives, policies and procedures, and staff onboarding and development.
_____	_____	Administers the athletic director's cabinet and senior leadership teams, and represents the director and the department as needed. Serves as the athletics director's primary trusted partner for ensuring effective alignment and collaboration with key constituent relationships, (e.g., offices of the university president, trustees, general counsel, finance).
_____	_____	Drives head coach engagement with department and senior leadership, and directs the overall sport supervision model, ensuring effective communication and meaningful support. Responsible for proactively identifying and resolving issues (e.g., risk, compliance), and developing, coordinating and/or supporting initiatives to maintain a high level of department integrity (e.g., diversity and inclusion efforts). Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.
		Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Minimum Experience:

8 years

Minimum Field of Expertise:

Bachelor’s degree in business administration, accounting, economics, or related field, and directly related experience. Four years’ experience in financial analysis, with some in a leadership or management role. Demonstrated administration experience in an intercollegiate or professional athletics environment. Experience in communications, marketing and/or advertising. Excellent diplomatic, interpersonal, and communication skills (written and oral), able to interact with individuals at all levels of highly complex organizations and maintain high degrees of confidentiality. Exemplary project management and decision-making skills, able to prioritize and manage multiple initiatives and develop metrics to measure project progress. Proven organizational skills.

Preferred Education:

Master's degree

Preferred Experience:

10 years

Preferred Field of Expertise:

Master’s degree in business administration or a related field. Seven years’ directly related professional experience, in financial institutions, Division I NCAA athletics administration, higher education, and/or other related fields/industries. Proven experience in advertising and marketing in large, highly complex organizations, with campaigns of both local and global impact. Experience with social media management (e.g., Twitter, Snapchat).

Supervises: Level:

Manages through multiple layers of subordinate supervisors.
May supervise staff, student, temporary or resource workers.

Comments:

May require work, and travel, on weekends, evenings, and/or holidays, based on business necessity.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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