

San José State University
San José, California
ANNOUNCEMENT OF POSITION AVAILABILITY
Subject to Budgetary Approval

Job Opening I.D. (JOID): 14004 (Please include in all correspondence)

Position: Football Director of Operations - Full-Time (non-tenured)

Qualifications: Bachelor's degree and experience in Division I-A intercollegiate athletics required; knowledge of NCAA and Western Athletic Conference rules and regulations preferred. Must possess strong oral communication skills and excellent customer service and public relations skills. Ability to compose and appropriately format correspondence and reports; working knowledge of word processing, spreadsheet and database management applications. Ability to handle multiple work priorities, organize and plan work and projects. Ability to maintain confidentiality and appropriately handle sensitive communications with administration, coaches, student athletes and on-campus personnel. Commitment to the retention and academic success of student athletes. Required: Applicants should have awareness of and sensitivity to the educational goals of a multicultural population as might have been gained in cross-cultural study, training, teaching and other comparable experience.

Responsibilities: Reports directly to the Head Football Coach. Responsible for assisting in all phases of a Football Bowl Subdivision (FBS) intercollegiate football program which includes, but is not limited to, staff management, NCAA compliance regulations, third party vendor management, student athlete housing, squad lists, team travel (ground transportation, airlines, hotels, meals, practice locations, locker room set-up, timelines, etc.), budget oversight. Coordinates all facility, field usage and meeting room space, plans and implements on-campus recruiting visits and functions, develops databases of prospective student athletes, coaches, donors and friends of the program. Serves as a liaison to university and community groups and works with department administration to establish game day field needs, coordinate credential requests and serve as primary liaison to football student athletes. Must be committed to the academic goals of the university and follow the rules and guidelines set forth by the NCAA and the Western Athletic Conference. Candidate must address the needs of a student population of great diversity – in age, cultural background, ethnicity, primary language and academic preparation – through course materials, teaching strategies and advisement.

Salary Range: Commensurate with qualifications and experience.

Starting Date: Negotiable

Eligibility: Employment is contingent upon proof of eligibility to work in the United States.

Application

Procedures: Position is open until filled. Screening of applications to begin March 14, 2011. For full consideration send a letter of application, resume and three recent letters of recommendation to:

Thomas Bowen, Director of Athletics
Division of Intercollegiate Athletics
San José State University
One Washington Square
San José, CA 95192-0062

Please include job opening i.d. (JOID) on all correspondence.

San José State University is California's oldest institution of public higher learning. The campus is located on the southern end of San Francisco Bay in downtown San José (Pop. 1,023,083), hub of the world-famous Silicon Valley high-technology research and development center. Many of California's most popular national, recreational, and cultural attractions are conveniently close. A member of the 23-campus CSU system, San José State University enrolls approximately 29,000 students, a significant percentage of whom are members of minority groups. The University is committed to increasing the diversity of its faculty so our disciplines, students and the community can benefit from multiple ethnic and gender perspectives.

SJSU is an Equal Opportunity/Affirmative Action Employer committed to nondiscrimination on the bases of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran status consistent with applicable federal and state laws. This policy applies to all SJSU students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose. The latest San José State University Safety 101 Uniform Campus Crime and Security Report is available. You may request a copy of San José State University's annual safety report by contacting the University Police Department at (408) 924-2222 or by visiting the [University Police Department](http://www.sjsupd.com/asr/index.html) website at (<http://www.sjsupd.com/asr/index.html>)