ANNOUNCEMENT OF POSITION AVAILABILITY

San José State University
San José, California

Job Opening I.D.: 23740 (please include on all correspondence)

POSITION: Men’s Basketball Director of Operations - Full-Time Position (12-month, non-tenured)

QUALIFICATIONS: Bachelor’s degree required; knowledge of NCAA and 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 Men’s Basketball Head Coach. Responsible for assisting in all phases of a Division I intercollegiate basketball 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 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 serve as primary liaison to men’s basketball 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 Mountain West 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 PROCEDURE: Position is open until filled. Screening of applications to begin July 21, 2016. For full consideration send a letter of application, resume and three recent letters of recommendation by July 20, 2016 to:

Dave Wojcik, Men’s Basketball Head Coach  
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 an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. This policy applies to all San José State University students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose. Note that all San José State University employees are considered mandated reporters under the California Child Abuse and Neglect Reporting Act and are required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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 website at (http://www.sjsu.edu/police).