



CAREER OPPORTUNITY

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Position Information

Posting Date: May 30, 2008
Working Title: Assistant Athletic Director for Business
Reporting Unit: Intercollegiate Athletics
Requisition Number: 13376
Hiring Range: Up to \$75,000 annually, Commensurate with experience
Excellent Benefits Package: [Management Personnel Plan\(MPP\) Benefits Summary](#)
First Screening Date: June 13, 2008
Applications received after the first screening date will be considered at the discretion of the University.
Position Classification: Classification with the Management Personnel Plan

About the Position

The Intercollegiate Athletics Department is seeking an Assistant Athletic Director for Business. Under general supervision and working independently, the incumbent will report to the Director for Business and Finance. The Assistant Athletic Director for Business will support the administrative financial operations and coordination for the campus athletic programs including: budget, payroll, cash management, ticketing, special projects and reports, audit requests, travel coordination, game management and office procurement. The incumbent will monitor internal processes in compliance with University, CSU, WAC and NCAA policies.

Responsibilities include, but are not limited to:

- Supervise business office staff and oversee business operations including procurement, travel, accounts payable and internal control functions.
- Lead administrator and supervisor for Athletic Equipment Services staff.
- Assist the Associate Athletic Director in strategic planning for the department.
- Prepare and review financial statements with executive management and head coaches to ensure fiscal compliance and budget management.
- Serve as liaison to university administration including Accounting, Budget, CMS, Procurement Services, Spartan Shops and Research/Tower Foundation.
- Manage all IT functions and asset inventory for the department.
- Assist in handling game contracts and fulfillment for 16 intercollegiate athletic programs.
- Organize annual NCAA audit, Department of Education and Cal-NOW Reporting.
- Assist with Merchandise Sales and Licensing Program.
- Other assigned duties by the Associate Athletic Director for Business.

Qualifications

Bachelor's degree required, Master's degree preferred. Five years of experience in Division I intercollegiate athletics required in the areas of business, operations, finance, accounting and/or supervision.

The ideal candidate possesses the following knowledge, skills, and abilities:

- Ability to define problems, collect data, establish facts, and draw valid conclusions and to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with multiple abstract and concrete variables.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, to apply concepts such as fractions, percentages, ratios, and proportions.

Required Application Material

- Résumé

- Letter of interest
- SJSU Employment Application: [PDF version](#) [MS Word version](#)

Note to Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

Equal Opportunity Statement

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

For the [SJSU Annual Safety Report](#) (www.sjsu.edu/safetyreport)

Contact Information

[Human Resources](#) (www.sjsu.edu/hr)

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University Shared Values

Learning

Valuing education and promoting life-long learning.

Student and Employee Success

Placing our highest priority on academic success and personal growth.

Excellence

Setting the highest standards in all we do.

Integrity

Being honest, fair and accountable for our actions.

Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

Community

Valuing collaborative relationships.