

Athletics and Physical Education Job Family: Athletic Operations Administrator Progression

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. **A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA.**

GENERIC JOB PROFILE SUMMARIES

Athletic Operations Administrator I INDIVIDUAL CONTRIBUTOR	Athletic Operations Administrator II INDIVIDUAL CONTRIBUTOR
Responsible for compliance with NCAA and Ivy League rules.	Responsible for compliance with NCAA and Ivy League rules.
Manage equipment and uniforms of sport; ensure the safety and security of the equipment.	
Research equipment costs and purchase standard equipment.	Manages purchasing and sales contracts; negotiates with vendors and purchases equipment based on athletes or facility needs while staying within a budget.
Maintain inventory, determine and recommend need for equipment maintenance.	Manage inventory and oversee maintenance of equipment.
Responsible for day to day operations of sports program or small facility; including supervision of students and temporary employees.	Responsible for day to day operations of multiple programs or large facility, including supervision of staff.
Build and maintain relationships with alumni; assist with identifying prospects and act as liaison to outside organizations.	Build and maintain relationships with alumni; assist with identifying high risk/value prospects and act as liaison to outside organizations.
Responsible for logistics for home game special events including alumni events and organization of community projects.	Organize special alumni events or large highly visible, multi-faceted events, analyze and resolve complaints and/or problems.
Coordinate facility usage including scheduling, maintenance and event management.	Oversee facility usage including scheduling, maintenance and event management.
Oversees the collection of fees for sports program or small facility, and other related revenues, accounts for such income and deposits in proper accounts.	Oversee the collection of fees of multiple programs or large facility, and other related revenues, accounts for such income and deposits in proper accounts.

Athletic Operations Administrator I INDIVIDUAL CONTRIBUTOR		Athletic Operations Administrator II INDIVIDUAL CONTRIBUTOR	
Market facility to attract revenue generating events including managing rental contractual agreements and establish financial agreements.		Identify prospect groups by accessing community needs and develop and implement public relations and marketing plans; including programming and activities; accountable for program expenditures and revenue production.	
Assist with budget management.		Manage revenue generating operations; create and administer operating budget to ensure revenues and expenditures meet budgetary forecasts.	

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11286 ATHLETIC OPERATIONS ADMINISTRATOR I, BAND E	11287 ATHLETIC OPERATIONS ADMINISTRATOR II, BAND F
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Trade/technical/vocational school degree and 2 to 4 years relevant experience or equivalent combination	Bachelors’ degree and 2 to 4 years relevant experience or equivalent combination
IMPACT	Limited impact	Moderate impact
CONTACTS - INSIDE	Receive instruction Provide information to immediate associates and supervisor	Assists others Cooperation of task completion
CONTACTS - OUTSIDE	Provide information that exists within pre-established documents and or programs	Provide/receive guidance, advice or information that must be analyzed and developed
CONTACTS - STUDENTS	Occasional contact dealing with highly sensitive matters	Occasional contact dealing with confidential matters

FACTOR PROFILE	11286 ATHLETIC OPERATIONS ADMINISTRATOR I, BAND E	11287 ATHLETIC OPERATIONS ADMINISTRATOR II, BAND F
SUPERVISION	Responsible for providing guidance, counsel and information to employees throughout the University in specific support areas and may provide providing day-to-day supervisory direction to temp and student	Responsible for providing day-to-day supervisory direction to employees within the department
COMPLEXITY	Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment	Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment
LEVEL OF DECISION MAKING	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students
FREEDOM OF ACTION	Directly affect functional areas Limited effect on students and employees	Directly affect multiple functional areas Limited effect on students and employees
EFFECT OF DECISION MAKING	General supervision Interpretation of established work policies and procedures is required	General supervision Interpretation of established work policies and procedures is required
WORKING CONDITIONS	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required