



Athlct Academ Advisor & Galen Event Coord Job Description

JOB INFORMATION

<i>Job Code:</i>	131143
<i>Job Title:</i>	Athlct Academ Advisor & Galen Event Coord
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.; May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Athletics Coaching/Program Management Operations
<i>Job Family Group:</i>	Athletics
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Advises athletic transfer students on an individual or group basis on matters of course and degree requirements, transfer credit evaluation, curriculum, etc. Reviews athletic student data for determination of program eligibility. Provides recommendations for conditions of admissions and academic strategies to senior management. Coordinates staff and contract services for various entertainment events at the Galen Center. Negotiates terms and conditions of contracts for usage of Galen Center. Reviews proposed NCAA legislation with coaches in terms of its affect on their sport in order to provide guidance on the voting process. Represents the University at Pac-10 Conference meetings.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Student services and administrative experience.

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Coordinates staff and contract services for various entertainment events at the Galen Center. Negotiates terms and conditions of contracts based on rate cards with internal clients (schools and departments) and external clients (community entities, foundations, etc.). Determines what rates to apply to contracts for any particular event. Participates in determining whether to accept or decline clients' requests to reserve the facility. Manages the scheduling and coordination of all team sports practices at the Center. Coordinates the calendar for utilization of the Center. Manages Galen Center in absence of Senior Associate Athletic Director.				
Assists in the coordination of services for the Galen Center to ensure facility is operational for all events. Monitors delivery of services, equipment, and goods to ensure contract terms are satisfied. Inspects facility to ensure reserved conference and meeting room or sporting arena is set-up for the event.				
Collaborates with senior management in the development of an operational policy manual for the Galen Center.				
Provides guidance and direction to staff and/or student workers in the planning and delivery of services, activities and special events. Schedules and assigns workloads of staff and/or student workers at Galen Center. Sets priorities and timelines and monitors delivery of services. Maintains quality standards. Resolves problems encountered by staff, student workers, volunteers and contract services.				
Reviews proposed NCAA legislation with coaches in terms of its affect on their sport in order to provide guidance on the voting process. Discusses ramifications of legislation with coaches and possible outcome of findings. Researches background information utilizing the NCAA web site and manual. Make recommendations to senior athletic management on whether to support the legislation.				
Represents the University at Pac-10 Conference meetings. May make presentations at conference meetings regarding the university's position on issues under discussion. Has authority to vote at conference meetings based on prior discussions with senior athletic management. Interprets policies and procedures for coaches and senior administrators.				
Advises athletic transfer students on an individual or group basis on matters of course and degree requirements, transfer credit evaluation, curriculum, etc. Advises prospects on how to fulfill conditions of admissions. May meet with parents to provide information on the application and NCAA Clearinghouse process, etc. and to facilitate problem resolution. Ensures parents are knowledgeable of the admission process.				
Reviews athletic student data, academic or personal, for determination of program eligibility. Evaluates transcripts, GPA, number of core courses for NCAA Clearinghouse regulations, ACT or SAT scores, etc. May contact high schools and/or community colleges regarding core courses related issues. Provides recommendations for conditions of admissions and academic strategies to senior management for presentation to Provost-Appointed Admission Subcommittee on a monthly basis. May make recommendations on how case should be presented to Provost-Appointed Admission Subcommittee based on discussions with counselors and parents.				
Resolves problems related to all initial NCAA eligibility issues such as core courses, disability services, appropriate academic advising for transfers, advisement provided to coaching staff regarding prospects, NCAA Clearinghouse and Office of Compliance.				
Prepares correspondence to athletic prospects regarding official visit to university campus and sends along a packet of forms for completion. Authorizes all official visits of athletic prospects upon receipt and review of completed documentation.				
Gathers data from various sources and prepares reports for management review. Submits status reports on program activities. Completes required administrative paperwork.				
Ensures applications and deposits are received in a timely manner. Enters all admission information into the Student Information System for athletic prospects.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Assists in working with Athletic Academic Services staff, Enrollment Services, Office of Compliance, Articulation Office and coaching staff on behalf of athletic prospective students to facilitate problem resolution.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.