

Sports Program Coordinator

Job Code: 7183

Salary Grade: S09

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Assists coaching staff with coordination, guidance, direction, and supervision of the assigned sports program for non revenue-generating (Olympic) sports.

- Provides office administration/management and professional administrative support to the coaching staff.
- Acts as the liaison between business office and head coach in the development and maintenance of the team budget.
- Acts as liaison with the equipment manager and monitors the purchase of uniforms, equipment and supplies throughout the year.
- Oversees record maintenance.
- Initiates approval authority for payment of invoices, interdepartmental transfers, payroll, and other similar instruments, which obligate departmental funds.
- Conducts purchasing activities.
- Coordinates program's future match schedule.
- Coordinates administrative approval of match contract as well as opponent's administrative approval.
- Assists with equipment maintenance.
- Arranges team travel, hotels, and meals while on the road.
- Plans official visit travel, meals, and itinerary as well as communicates with the Compliance office of these events.
- Develops and administers office/departmental policies and procedures.
- Can serve as a liaison between boosters, alumni, and other off-campus partners and the program.
- Acts as liaison to event management and athletics facility maintenance teams for security, maintenance, and space allocation with the department's physical environment.
- Maintains program integrity and administrative support to ensure a positive student-athlete experience.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months in lieu of the Bachelor's degree.

Experience:

Required: 12 months of collegiate experience in assigned sport or closely related experience.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Highly organized and able to handle multiple projects and deadlines
- Strong initiative to solve problems
- Ability to work with a diverse group of coaches, administration and student-athletes
- Proficient in Microsoft Office
- Excellent communication skills both oral and written

Working Conditions

Physical: Must be able to engage in repetitive motion.

Environment: Standard office environment. Frequent exposure to pressure caused by deadlines and busy periods.

Printed Date: 09/15/2026