Classification Specification for Unclassified Service
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Title: Coordinator, Athletic Facilities

Pay Scale Group: 14
FLSA: Exempt

Essential Function
Under general supervision from a designated administrator, coordinate the preparation and use of university athletic facilities for events.

Characteristic Duties
- Serve as liaison to public safety, parking services and other campus departments.
- Serve as liaison to outside agencies, promoters and visiting teams for a variety of events held in athletic venues.
- Assist with coordination of facility set-up and game-day operations.
- Assist with scheduling of the facilities for team and group usage.
- Assist with set-up and tear down of physical facilities.
- May functionally supervise set-up of table, chairs, stages, platforms, lighting, etc., in athletic facilities.
- Coordinate vehicle rentals for athletic events and/or team transportation.
- Inspect equipment and facilities to assure proper use and maintenance.
- Perform related administrative tasks.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Unusual Working Conditions
- May require evening and weekend hours

Minimum Qualifications
- Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. May also require at least one (1) year supervision.

Last updated: May 2010