

## Assistant Manager Athletics Operations and Facilities Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=236672>

Downloaded On: Jun. 29, 2024 9:56am

Posted May 28, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Assistant Manager Athletics Operations and Facilities
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	May 28, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Facilities Operations Athletics
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20525?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20525?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

Located five miles from downtown Boston, Tufts University is a Division III member of the National Collegiate Athletic Association (NCAA) and the highly-competitive New England Small College Athletic Conference (NESCAC). Tufts students participate in 30 varsity sports, 32 club sports and a number of intramural sports. Tufts Athletics has won eleven NCAA team championships since 2010 and has finished in the top 10 of the Learfield Sports Directors' Cup in each of the last eight years, including winning the Director's Cup in 2022 as the top Division III Athletic Department in the nation. Tufts Athletics oversees the Physical Education Department and manages all athletics facilities, including the Steve Tisch Sports & Fitness Center which opened in 2012. The Department of Athletics provides student-athletes a dynamic, transformational experience on and off the field. They experience the joy of personal growth inherent in high level competition, while cultivating lifelong connections with teammates, the Tufts community and the world around us.

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### What You'll Do

The Assistant Director will manage the operation, maintenance and scheduling of all indoor and outdoor athletics facilities for use by varsity teams, intramural sports, club sports, campus groups and community events. The assistant director will also serve as the lead contest manager for all NCAA and NESCAC championship tournaments. In addition, this position will support the club sports, recreation, and intramurals operations through event management, staffing, and oversight.

### Essential Functions:

- Manage the operation, maintenance and scheduling of all indoor and outdoor athletics facilities for use by varsity teams, intramural sports, club sports, campus groups and community events in accordance with established service and safety standards.
- Manage all varsity, club sports, and intramural events that take place in Tufts Athletics facilities.
- Oversee head and assistant coaches with duties that include home event management.
- Communicate regularly with Athletics department coaches and staff, students, colleagues and units all across the Tufts community and the general public on matters related to the use, maintenance and operation of Tufts athletics facilities.
- Serve as a liaison for all NCAA, NESCAC, club sports, and intramural tournaments held on campus.
- Serve as the primary liaison for all visiting teams and officials prior to and during their time on campus
- Oversee and manage all outside third party rentals and clinics for all athletic facilities, including requests and reservations
- With the assistant athletic director for business operations, develop and implement a strategy for increased revenue generation through facility rentals
- Communicate consistently with the assistant manager of club sports and recreation on all instances of scheduling and reservations for club sports, intramurals, physical education and recreation.

### What We're Looking For

#### Basic Requirements:

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Knowledge and experience typically acquired by:

- Bachelor's degree and experience managing the maintenance, operation and scheduling of athletics facilities and conducting complex public-facing events on behalf of a highly successful and comprehensive intercollegiate athletics program.
- Outstanding work ethic and ability to work varying hours on nights and weekends.
- Excellent interpersonal and communication skills
- Strong management skills including supervision of part-time and student employees.

### Preferred Qualifications:

- Master's Degree in sports management, recreation, education, physical education or related field;
- Two years of experience working in sport management, recreation, physical education or related field at the collegiate level;

### Pay Range

Minimum \$57,900.00, Midpoint \$72,450.00, Maximum \$87,000.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact



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