

Assistant Athletic Director of Business and Finance
Old Dominion University

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Posted Apr. 21, 2025, set to expire Nov. 1, 2025

Job Title	Assistant Athletic Director of Business and Finance
Department	ATHLETICS
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Apr. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Financial Planning/Budget Management Athletics
Job Website	https://jobs.odu.edu/postings/23082
Apply By Email	
Job Description	

Job Summary

The Assistant Athletic Director/Business Operations reports directly to the Executive Sr Associate Athletic Director of Business and Finance/CFO and supervises the Fiscal Technician Senior, and the Scholarship & Insurance Coordinator. Assists with all aspects of financial accounting and budget, procurement, human resources operations, travel management, contracts administration, Information Technology, sports camps/clinics, and Equipment Operations.

Minimum Qualifications

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- ***Master's degree in a related field of study. Or Bachelor's degree with related work experience that is equivalent to a Master's degree in a related field.***
- The Assistant Athletic Director/Business Operations should possess advanced business skills including considerable knowledge and expertise in financial management and reconciliation.
- Must also be proficient in time management and have excellent communication skills,
- Advanced skill with MS Office Suite.
- Ability to analyze multiple types of data resulting in the ability to identify trends and recommending changes as needed.
- Ability to create plan and implement new work procedures and systems to accomplish objectives, increase efficiency and reduce costs.
- Ability to work in a fast-paced work environment with frequent interruptions while maintaining a courteous and professional attitude in stressful situations.
- Ability to work effectively and provide financial guidance and oversight with coaches, administration and support staff within a highly dynamic NCAA Division I environment.
- Ability to work with a diverse population and handle confidential information with discretion.
- Considerable business office and financial management experience.

Preferred Qualifications

Some experience in NCAA Division I athletic program preferred.

Conditions of Employment

Occasional nights and weekends required. Completion of Statement of Personal Economic Interests is required upon hire

Contact Information

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

Contact

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