

Assistant Athletic Director of Business and Finance
Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=256462>

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Posted May 2, 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 May 2, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Athletics

Job Website <https://jobs.odu.edu/postings/23161>

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.

Position Type

FullTime

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Type of Recruitment

General Public

Minimum Qualifications

- ***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

Job Open Date

04/18/2025

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No

Application Review Date

05/05/2025

Job Close Date

05/05/2025

Special Instructions to Applicants / Additional Materials Required

Criminal Background Check

The final candidate is required to complete a criminal history check.

Department Information

Equity Statement

It is the policy of Old Dominion University to provide equal employment, educational and social opportunities for all persons, without regard to race (or traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists), color, religion, sex or gender (including pregnancy, childbirth, or related medical conditions), national origin, gender identity or expression, age, veteran status, disability, political affiliation, sexual orientation or genetic information. Individuals from minoritized communities, women, veterans and individuals with disabilities are encouraged to apply.

Reasonable Accommodation Request

If you are an individual with a disability and require reasonable accommodation, please contact the Office of Institutional Equity & Diversity at (757) 683-3141.

Pay Transparency Nondiscrimination Provision

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of

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other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or © consistent with contractor's legal duty to furnish information.

ODU Statement

Old Dominion University, located in Norfolk, is Virginia's forward-focused public doctoral research university with more than 23,000 students, a top R1 research ranking, rigorous academics, an energetic residential community and initiatives that contribute \$2.6 billion annually to Virginia's economy.

Contact Information

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

Contact

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