

Associate AD, Internal Operations
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=259880>

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Posted Jul. 17, 2025, set to expire May 10, 2026

Job Title	Associate AD, Internal Operations
Department	Administration
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Jul. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Facilities Operations Athletics
Job Website	https://jobopps.alcorn.edu/postings/7673
Apply By Email	
Job Description	

The incumbent is responsible for all aspects of acquisition, distribution, and staging of athletics equipment, coordination of the assessment and maintenance of facility and equipment needs and assisting with assigned special projects.

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Knowledge Skills and Abilities

- Knowledge of policies, rules and regulations of the University, SWAC and NCAA
- Knowledge of budgeting and fiscal planning techniques
- Knowledge of environmental and safety rules, regulations and policies
- Exceptional communication skills, verbal, written and interpersonal
- Good team management and motivational skills
- Proficient computer skills, including use of Microsoft Office Suite
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment
- Ability to establish and maintain effective work relationships Ability to multitask and work independently

Essential Job Functions

- Evaluates and oversees Athletic Facilities requests
- Assists with oversight and supervision of game day operations
- Manages and processes ordering; maintaining, issuing and inventorying all athletic equipment and uniforms used by the various sports teams
- Oversees and coordinates the requisition of supplies and equipment Serves in the capacity of program supervisor as needed or assigned
- Manages inventory of all equipment, footwear and apparel
- Supervises the execution of laundry services for athletic programs with emphasis on timely return of practice and competition gear and proper washing and drying to protect and extend life of apparel
- Travels to selected team competitions for operational support
- Coordinates review of purchasing with vendors
- Represents the Athletics department across the institution in purchasing, physical plant, police and other offices
- Manages, along with direct supervisor, the department's contract execution with footwear and apparel companies
- Manages, along with direct supervisor the department's branding efforts and style guide compliance
- Oversees and coordinates on-campus Athletic events and games
- Other related duties, as assigned

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Qualifications

Bachelor's degree in relevant field

One (1) year of experience overseeing equipment and facilities operations

Contact Information

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

Contact

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