

**Assistant Director of Football Operations
Old Dominion University**

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Downloaded On: May. 13, 2024 8:17am

Posted Feb. 27, 2024, set to expire Oct. 31, 2024

Job Title Assistant Director of Football Operations
Department FOOTBALL
Institution Old Dominion University
Norfolk, Virginia

Date Posted Feb. 27, 2024

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/20390>

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Job Description

Job Summary

The Assistant Director of Football Operations is responsible for the management of the daily operations of the Old Dominion University Football Office. Specific duties include developing and implementing logistical plans such as coordinating practices times and meetings. This position also serves as the main communicator and liaison between the Old Dominion Athletic Foundation, ODU Sports Properties, Student-Athlete Advisor Committee, and Alumni Affairs regarding matters surrounding fundraising, donor, alumni, and student-athlete opportunities. It also organizes and executes all aspects of the football training camp.

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Position Type: Full Time

Type of Recruitment: General Public

Minimum Qualifications

- ***Master's degree or a bachelor's degree with training and experience equivalent to an advanced degree.***
- Extensive knowledge of the sport of football.
- Related experience supporting a collegiate football program.
- Demonstrated organizational skills, attention to detail, and knowledge of NCAA rules and regulations.
- Demonstrated ability to multi-task, collect, and evaluate data, and maintain databases.
- Strong interpersonal and oral and written communication skills.

Preferred Qualifications

- Some experience with a Division I football program.

Conditions of Employment

- This position is required to work nights and weekends.

Contact Information

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

Contact

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