UNIVERSITY OF SOUTHERN CALIFORNIA
Athltc Academ Advisor & Galen Event Coord
Job Code: 131143

Grade: I
OT Eligible: Yes
Comp Approval: 4/30/2007

JOB SUMMARY:
Advises athletic transfer students on an individual or group basis on matters of course and degree requirements, transfer credit evaluation, curriculum, etc. Reviews athletic student data for determination of program eligibility. Provides recommendations for conditions of admissions and academic strategies to senior management. Coordinates staff and contract services for various entertainment events at the Galen Center. Negotiates terms and conditions of contracts for usage of Galen Center. Reviews proposed NCAA legislation with coaches in terms of its affect on their sport in order to provide guidance on the voting process. Represents the University at Pac-10 Conference meetings.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Coordinates staff and contract services for various entertainment events at the Galen Center. Negotiates terms and conditions of contracts based on rate cards with internal clients (schools and departments) and external clients (community entities, foundations, etc.). Determines what rates to apply to contracts for any particular event. Participates in determining whether to accept or decline clients’ requests to reserve the facility. Manages the scheduling and coordination of all team sports practices at the Center. Coordinates the calendar for utilization of the Center. Manages Galen Center in absence of Senior Associate Athletic Director.

Assists in the coordination of services for the Galen Center to ensure facility is operational for all events. Monitors delivery of services, equipment, and goods to ensure contract terms are satisfied. Inspects facility to ensure reserved conference and meeting room or sporting arena is set-up for the event.

Collaborates with senior management in the development of an operational policy manual for the Galen Center.

Provides guidance and direction to staff and/or student workers in the planning and delivery of services, activities and special events. Schedules and assigns workloads of staff and/or student workers at Galen Center. Sets priorities and timelines and monitors delivery of services. Maintains quality standards. Resolves problems encountered by staff, student workers, volunteers and contract services.

Reviews proposed NCAA legislation with coaches in terms of its affect on their sport in order to provide guidance on the voting process. Discusses ramifications of legislation with coaches and possible outcome of findings. Researches background information utilizing the NCAA web site and manual. Make recommendations to senior athletic management on whether to support the legislation.

Represents the University at Pac-10 Conference meetings. May make presentations at conference meetings regarding the University's position on issues under discussion. Has authority to vote at conference meetings based on prior discussions with senior athletic management. Interprets policies and procedures for coaches and senior administrators.
Advises athletic transfer students on an individual or group basis on matters of course and degree requirements, transfer credit evaluation, curriculum, etc. Advises prospects on how to fulfill conditions of admissions. May meet with parents to provide information on the application and NCAA Clearinghouse process, etc. and to facilitate problem resolution. Ensures parents are knowledgeable of the admission process.

Reviews athletic student data, academic or personal, for determination of program eligibility. Evaluates transcripts, GPA, number of core courses for NCAA Clearinghouse regulations, ACT or SAT scores, etc. May contact high schools and/or community colleges regarding core courses related issues. Provides recommendations for conditions of admissions and academic strategies to senior management for presentation to Provost-Appointed Admission Subcommittee on a monthly basis. May make recommendations on how case should be presented to Provost-Appointed Admission Subcommittee based on discussions with counselors and parents.

Resolves problems related to all initial NCAA eligibility issues such as core courses, disability services, appropriate academic advising for transfers, advisement provided to coaching staff regarding prospects, NCAA Clearinghouse and Office of Compliance.

Prepares correspondence to athletic prospects regarding official visit to University campus and sends along a packet of forms for completion. Authorizes all official visits of athletic prospects upon receipt and review of completed documentation.

Gathers data from various sources and prepares reports for management review. Submits status reports on program activities. Completes required administrative paperwork.

Ensures applications and deposits are received in a timely manner. Enters all admission information into the Student Information System for athletic prospects.

Assists in working with Athletic Academic Services staff, Enrollment Services, Office of Compliance, Articulation Office and coaching staff on behalf of athletic prospective students to facilitate problem resolution. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

- Essential: ☐ No
- Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor's Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
2 Years

Minimum Field of Expertise:
Student services and administrative experience.

Preferred Education:
Master's Degree

Skills: Other:
Analysis
Assessment/evaluation
Communication -- written and oral skills
Counseling
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Lead/Guidance Skills
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Teaching/Training

Skills: Machine:
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

Supervises: Level:
Leads one or more employees performing similar work
May oversee student, temporary and/or casual workers.

SIGNATURES:
Employee: _____________________________ Date: ___________________________
Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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