



Director of Basketball Operations

POSITION DESCRIPTION:

This is a full-time, 12-month position responsible for assisting in the overall organization and management of the Women's Basketball Team in a manner that is consistent with the athletic department and St. Bonaventure University's philosophies. Specific duties include: Coordinating all aspects of team travel and logistics for away games; ordering and purchasing of all team equipment, uniforms and supplies; coordinating the game film exchange program; advising student athletes regarding their obligations to comply with all rules and regulations related to financial aid and eligibility, as well as personal conduct and appearance; assisting in monitoring the academic progress and eligibility status of student athletes, including both class and study hall attendance; assisting in maintaining statistics, as requested; coordinating duties and responsibilities of all Student Managers, as requested, to ensure that necessary athletic equipment is available for scheduled practices and competitive events; and other duties and special projects as assigned by the Head Coach.

QUALIFICATIONS:

Bachelor's Degree preferred; one to two years of related work experience, or playing experience at the collegiate level; strong knowledge of the sport; capable of meeting all NCAA, Atlantic 10, and institutional rules and regulations; strong presentation skills and the ability to effectively communicate and work with others both internal and external to the university and at all levels. A valid driver's license is also required.

APPLICATION REQUIREMENTS:

A cover letter and resume are required for consideration for this position. The cover letter should specifically address your interest in the position and outline particular skills and experience that directly relate to this position.

Please note that the review of applications will begin immediately. Candidates will be interviewed on an on-going basis, until the position is filled.

Please send resume to:
Jesse Fleming, Head Women's Basketball Coach
Department of Athletics
P.O. Box G, Reilly Center
St. Bonaventure, NY 14778
or email: athleticjobs@sbu.edu

In light of its commitment to create and maintain a safe learning and working environment, employment with St. Bonaventure University requires successful completion of a background screening.

Founded in 1858, St. Bonaventure is a Catholic university dedicated to educational excellence in the Franciscan tradition. Located in western New York State, the residential campus is approximately 70 miles southeast of Buffalo on the New York/Pennsylvania border. St. Bonaventure University is an Equal Opportunity Employer committed to fostering diversity in its faculty, staff, and student body, and strongly encourages applications from the entire spectrum of a diverse community.