

Director of Women's Basketball Operations  
University at Buffalo, The State University of New York

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Posted Apr. 17, 2024, set to expire Aug. 17, 2024

<b>Job Title</b>	Director of Women's Basketball Operations
<b>Department</b>	Intercollegiate Athletics
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Apr. 17, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Athletics and Recreation Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/49641">https://www.ubjobs.buffalo.edu/postings/49641</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The **Director of Basketball Operations** for Women's Basketball will be expected to comply fully with all NCAA, Mid-American Conference, and State University of New York at Buffalo policies and procedures. The incumbent will manage the overall budget for the Women's Basketball program and oversee team travel. The incumbent will oversee academics, community outreach and day-to-day operations.

### Duties and Responsibilities:

- Management of operating budget.
- Oversee team travel including, but not limited to, hotel accommodations, transportation, and

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meals.

- Supervisor of all non-coaching personnel.
- Oversee freshman and transfer students admit process.
- Facility Coordinator for Alumni Arena for Women's Basketball.
- Organize on and off campus team meals.
- Manage community outreach programs.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Minimum Qualifications**

- Bachelor's degree with 2 years of experience.
- Demonstrable experience in sport team travel, budgeting, and scheduling.
- Excellent interpersonal, oral and written skills.
- Excellent bookkeeping skills with strong attention to detail.
- Microsoft Excel and PowerPoint proficiency is essential.



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**Contact Information**

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

**Contact**

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