



# JOB DESCRIPTION

## INFORMATION

<b>Job Title:</b>	<i>Game Management Coordinator</i>	<b>EEOC Job Classification</b>	Laborers and Helpers
		<b>FLSA Classification</b>	Non-exempt
<b>Department:</b>	Athletics	<b>W/C Classification</b>	9101 – Labor
<b>Reports To:</b>	Assistant Director of Athletics	<b>Reviewed</b>	8/9/2022

## SUMMARY

Advance the mission and vision of TMUS by organizing game management for home sporting events as well as for special and promotional events.

## ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Participate in departmental meetings.
- Responsible for supervision of all home athletic events.
- Collaborate with Assistant Director of Athletics to staff all home athletic events.
- Serve as the lead game manager giving supervision to visiting team accommodations, spectator access, gate control, concessions, cash handling, locker room and restroom facilities.
- Responsible for securing talent for National Anthem and prayer prior to each home event and coordinate schedule with the Sports Information Director.
- Responsible for planning and securing half-time activities and promotions for all home athletic events.
- Serve as the host for all guest group rentals of athletic facilities to accommodate set up and tear down needs as well as ensure the proper scheduling of supervision and clean-up of facilities.
- Collaborates with Director of Athletics, Associate Athletic Director, and Assistant Athletic Director to plan annual events such as student-athlete orientations and trainings, Hall of Fame ceremony, and Athlete Award Dessert.
- Perform other related duties as assigned.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Strong organizational and interpersonal skills with attention to detail.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.

## SUPERVISORY RESPONSIBILITY

- Assign, plan, and oversee the work of the game management student employees.
- Handle discipline and termination of employees as needed and in accordance with TMUS policy.
- Train employees, verify timecards, and monitor budget.
- Complete employee evaluations and help maintain up to date job descriptions.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree preferred.
- At least three-year's experience in an athletic department, in an educational institution preferred.
- Proficient in Microsoft Office Suite or similar software.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- No travel with overnight stay expected.

## **ADDITIONAL INFORMATION**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.