



Austin Preparatory School Assistant Director of Athletics

The Assistant Director of Athletics reports directly to the Director of Athletics and is responsible for supporting and advancing the operational excellence of the athletic department. In addition to the regular tasks assigned to this position, the position also will be assigned specific projects that will evolve regularly based on the needs of Austin Prep.

Minimum Qualifications:

- Bachelor's degree, Master's preferred
- 3-5 years of experience in sports management
- Strong organizational skills, both analytical and problem solving
- Ability to manage multiple projects simultaneously and achieve deadlines under pressure
- Good research skills and attention to detail
- Ability to write, speak and interact clearly and professionally
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Proficiency in Microsoft Office and Google apps
- Must have a solid understanding of all sports played at Austin Prep including rules, scoring, stats, time keeping and equipment requirements.

Essential responsibilities include, but are not limited to, the following:

1. To support the Director of Athletics in the execution of the school's athletic development plan
2. To assist in the creation and oversight of the development of athletic social media.
3. Schedule all athletic transportation, referee assignments and outside vendors used to support athletic events
4. Maintain and update all sports schedules on Austin Prep website and crosscheck with any internal and external postings.

5. Oversee the use of school athletic facilities by Austin Prep or visiting team support staff and assist in game setups for sport specific needs
6. To assist in the distribution and collection of coaching paperwork each season.
7. To assist in the development of student volunteer “Sports Management” program and develop a partnership for internships.
8. To screen telephone calls for the Director of Athletics and adjudicate matters as appropriate.
9. To attend games as the official Site Administrator.
10. Develop and maintain the rosters of all sports.
11. To represent the Director of Athletics at community events as assigned.
12. Weekends and nights required.
13. To perform other duties as assigned by the Head of School, Director of Athletics, or designee.
14. To support the school and its leadership in advancing the mission of Austin Prep.

This position is an exempt position. Please send resume and cover letter to AsstAD@austinprep.org