



This position reports directly to the Assistant Commissioner – Sport & Championship Administration. As a Championship team member, the position has responsibility for championship administration in designated sports. Additional responsibilities include Student-Athlete awards program and the conference Student-Athlete participation gift program.

Specific Responsibilities:

- Championship Administration
 - Manage all aspects of designated Atlantic 10 Championships. Specific sport assignments to be determined (and are subject to change).
 - Serve as on-site secondary support staff for designated Olympic Championship events, plus women's and men's basketball "back of the house" management.
 - Operate within budgetary guidelines for each Olympic sport championship and work directly with host institutions on budgets for each championship event
 - Provide parameters for host budgets
 - Identify and account for all non-host related budget items in each championship budget
 - Work with the media relations staff to ensure that all championship related items are up to date and current on the website; have championship pages updated with all game times and ticket information once finalized.
 - Work with the media relations team to ensure that all live streaming requirements/standards are met for our Olympic Sport streams on ESPN+; help serve as quality control for the broadcast.
- Regular Season Responsibilities
 - Develop and build conference competition schedules for designated sports.
 - Update the A-10 Olympic Sport Policy Manual and all Championship related publications as designated (championship manuals, policy notifications, etc.).
 - Coordinate sport committee meetings for designated sports and work with A-10 administrators in all areas of regular season and Championship event operations for each designated sport.
- General Duties
 - Coordination of the conference Student-Athlete participant gift program, including budget management, gift selection, ordering/delivery and follow up surveys.
 - Manage the relationship with and oversee the execution of the A-10 Awards Program (Jostens/MTM Recognition).
- Develop and cultivate positive working relations with internal and external constituents. Provide leadership in a professional manner while representing the conference and overseeing Championship events.
- Complete and/or manage special projects and other duties as assigned.

Application Procedure:

Interested and qualified applicants should submit a cover letter, resume, sample of work (printed and digital design work, plus writing samples) and list of three references. Applications must be submitted electronically to employment@atlantic10.org with Championships in the subject line. No phone calls please. Applicants will be contacted only if selected for an interview. Review of applicants will begin immediately and continue until the position is filled.

Requirements:

Bachelors Degree required (Masters Preferred) with 3-5 years of experience in championships management on campus or in a conference office. The successful candidate will have excellent communication and problem-solving skills and the ability to work independently in a fast pace environment. Proficiency in Microsoft Office required, creative thinker and collaborative work experience.

The Atlantic 10 Conference is an equal opportunity employer.

About the Atlantic 10 Conference

The Atlantic 10 Conference was founded in 1975 and consists of 15 diverse members across nine states and Washington, D.C. The conference office currently operates out of Newport News, VA and Washington, D.C. The mission of the Atlantic 10 is to provide an enhanced student-athlete experience through 22 nationally competitive championship sports. The basketball-centric conference is committed to integrity, educational excellence and providing quality equitable championship experiences for its student-athletes, coaches, and support staff. The membership consists of Davidson College, the University of Dayton, Duquesne University, Fordham University, George Mason University, The George Washington University, La Salle University, Loyola University Chicago, the University of Massachusetts, the University of Rhode Island, University of Richmond, St. Bonaventure University, Saint Joseph's University, Saint Louis University and Virginia Commonwealth University. For more information, visit www.atlantic10.com.