



POSITION ANNOUNCEMENT:  
**Assistant Director - Competition**

The Big 12 Conference is seeking qualified applicants to join its competition department as Assistant Director - Competition. This position will report to the Senior Director-Competition.

**Key Responsibilities**

- Responsible for all facets of regular-season and championship administration for assigned sports: soccer, gymnastics and rowing (*sports subject to change*).
- Assist with additional neutral site championships, including significant role with women's basketball.
- Support other championship events, as necessary, as well as any NCAA events hosted by the Conference.
- Coordinate signage program for all Olympic championship events.
- Responsible for championship logistics for all sports, including but not limited to management and tracking of shipments (i.e., signage, supplies, awards, etc.).
- Maintain assigned annual championship documents.
- Additional duties, as assigned.

**Desired Skills and Experience**

- Bachelor's Degree required.
- 3 or more years of relevant experience and a strong working knowledge of athletics administration.
- Must be able to multi-task and meet deadlines.
- Demonstrated ability to work in a team environment.
- Strong organizational skills required.
- Excellent problem-solving, time management and leadership skills, in addition to creative thinking abilities.
- Expected to take direction and initiative, acting in accordance with the core values of the Big 12 Conference.
- Travel and ability to work long, flexible hours including gamedays, evenings, weekends and holidays as required.

**To Apply:**

For full consideration submit a cover letter, resume, and contact information for three references. Applications will be accepted until position is filled.

Human Resources

[hr@big12sports.com](mailto:hr@big12sports.com)

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