



TCNJ THE COLLEGE OF NEW JERSEY

To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer and is dedicated to the goal of building a culturally diverse staff committed to teaching and working in a diverse environment, and strongly encourages applications from women, minorities, individuals with disabilities and veterans.

Close Date: April 14, 2025

Job Title: Assistant Athletic Director for Facilities and Event Operations

NJ CSC Job Title & Code: 81271 Professional Services Specialist 1

Job Category: CWA 35 hour Workweek, full-time, Non-Exempt (Aligned with New Jersey State CWA Union guidelines)

Union Description: CWA

Class Code: 27

Internal Salary Range: C27-\$81,688.72 - \$116,313.20

External Salary Range: C27-\$81,688.72 - \$93,230.21

The internal salary range is used for applicants who are current NJ state employees with underlying classified status for promotional calculations who meet the requirements below.

The external salary range is used for candidates who are not NJ state employees who meet the requirements below.

Position Summary

The Assistant Athletic Director for Facilities and Event Operations at The College of New Jersey (TCNJ) is a leadership role responsible for the strategic planning, coordination, and management of all athletic facilities and event operations. This position supports the College's commitment to providing an exceptional experience for student-athletes, staff, and the campus community by overseeing NCAA event management, facilities projects, ticketing and concessions, and campus and external rentals. The role involves supervisory responsibilities over full-time employees, student staff, and contractors, adhering to the standards and expectations of New Jersey State CWA union agreements.

Primary Responsibilities

1. NCAA Event Management (25%)

- Serve as the primary event manager for all NCAA and intercollegiate athletic competitions hosted at TCNJ.
- Plan and coordinate event logistics, including facility setup, staffing assignments, game officials, and equipment needs.
- Ensure compliance with NCAA rules, regulations, and safety standards.
- Manage on-site operations during events to ensure a safe and efficient experience for participants, spectators, and staff.

2. NCAA Championships and Bid Submissions (15%)

- Lead efforts to prepare and submit bids for NCAA championship events.
- Collaborate with institutional and community stakeholders to develop compelling and competitive proposals.
- Manage the execution of NCAA championships hosted at TCNJ, including staffing, logistics, and facility readiness.

3. Facility and Capital Projects Management (20%)

- Oversee ongoing maintenance and upgrades to athletic facilities, ensuring the functionality, safety, and visual appeal of venues.
- Coordinate with campus facilities management to execute capital improvement projects and renovations.
- Develop and manage a long-term facility improvement plan that aligns with institutional goals.
- Monitor project timelines and budgets, ensuring adherence to state procurement and labor guidelines.

4. Oversight of Tickets and Concessions (10%)

- Supervise ticketing operations, including the implementation of ticketing platforms, pricing strategies, and sales reconciliation.
- Oversee concessions to ensure compliance with health and safety regulations while enhancing event-day revenue.
- Manage contracts and vendor relationships related to concessions and ticketing services.

5. Facility Operations and Work Orders (15%)

- Coordinate day-to-day operations of athletic facilities, including opening, closing, and maintenance schedules.
- Develop and prioritize work orders, ensuring timely communication and resolution in collaboration with campus facilities staff.
- Serve as the liaison between athletics and facilities services to address routine and emergency maintenance needs.

6. Campus and External Rentals (10%)

- Work with Conference and Event Services to manage rental agreements and scheduling for athletic facilities, ensuring efficient use of resources while meeting revenue goals.
- Collaborate with external partners and campus departments to host special events, conferences, and community programs.
- Ensure compliance with rental policies, insurance requirements, and safety protocols.

7. Administrative Leadership and Supervision (5%)

- Provide leadership and supervision for full-time and part-time staff, including unionized employees, adhering to CWA guidelines.
- Oversee the recruitment, training, and evaluation of graduate assistants, student employees and event staff.
- Ensure a collaborative and inclusive work environment that promotes professional growth and adherence to TCNJ policies.
- Maintain detailed records and prepare reports related to operations, budgets, and staffing.

Minimum Qualifications

- Bachelor's degree in sports management, facilities management, or a related field (Master's preferred).
- At least 3-5 years of experience in facilities and event management, preferably in collegiate athletics.
- Familiarity with NCAA regulations and requirements.
- Demonstrated ability to manage multiple projects, events, and staff simultaneously.
- Strong communication, organizational, and problem-solving skills.

Persons with disabilities may request reasonable accommodations in order to perform the essential functions of the position. If the requested accommodation(s) cannot be made because it would cause the employer undue hardship, the applicant may not be eligible for the position.

Preferred Qualifications

- Experience hosting NCAA championship events or large-scale athletic tournaments.
- Proven track record in managing capital projects, including facility renovations and upgrades.
- Familiarity with ticketing and concession software systems.
- Knowledge of New Jersey State labor laws and CWA union agreements.

Work Environment

- This position requires flexibility, including the ability to work evenings, weekends, and holidays as needed for events and projects.
- The role involves both office-based tasks and significant on-site responsibilities at athletic facilities and event venues.

Supervisory Relationships

- This position reports directly to the Director of Athletics.
- Supervises a team that may include unionized full-time staff, graduate assistants, student workers, contractors, and part-time event employees.

This position plays a vital role in fostering an environment of excellence and inclusion within the athletic department, ensuring the success of TCNJ's athletic programs and facilities. The Assistant Athletic Director will be a proactive leader who collaborates effectively across departments to support the College's mission.

Employer Qualifications

- Final offer of employment is contingent upon the successful completion of a background check and reference checks.
- **Residency Requirement:** In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees in certain positions (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.

About TCNJ

TCNJ is a highly selective institution that has earned national recognition for its commitment to excellence. Founded in 1855, TCNJ has become an exemplar of the best in public higher education and is consistently acknowledged as one of the top comprehensive colleges in the nation. TCNJ currently is ranked as one of the 75 "Most Competitive" schools in the nation by Barron's Profiles of American Colleges and is rated the No. 1 public institution in the northern region of the country by U.S. News & World Report. TCNJ was named the #10 value in public higher education by the Princeton review in 2009 and, in 2006, was awarded a Phi Beta Kappa chapter - an honor shared by less than 10 percent of colleges and universities nationally. A strong liberal arts core forms the foundation for programs offered through TCNJ's seven schools - Arts & Communication; Business; Education; Humanities and Social Sciences; Science; Nursing, Health, and Exercise Science; and Engineering. TCNJ faculty members are teacher-scholars who share a commitment to liberal learning. TCNJ is located within an hour, by train, of New York City and Philadelphia. The College's campus is set on 289 tree-lined acres in suburban Ewing Township and is known for its natural beauty and has 39 major buildings.

Employee Benefits

As a member of The College of New Jersey Community, you will be a part of an exciting and rewarding public university career. Eligible full-time employees will be able to take advantage of a generous benefits package that includes health, welfare, and retirement benefits, including:

- Comprehensive benefit plans covering medical, dental and prescription plans
- Generous leave entitlements program and Energy Savings Program
- Employee and dependent Tuition Waiver and Reimbursement Program
- Pension, retirement, and deferred compensation plans, group life insurance
- Employee Assistance Program (EAP)

- Employee affinity groups
- [New Jersey State Employee Discount Program](#) (Pet insurance, cell phone plan discounts, discounted amusement park tickets, etc.)
- Access to extensive learning opportunities

To view a comprehensive list of benefits available to employees, visit our [Health Benefits Plans and Programs](#) page to learn more!

Application Instructions

Qualified candidates should apply online at: careers@tcnj.edu and submit a letter of interest, resume (CV), as well as the names and contact information for three professional references. Applications will be considered until a viable candidate is selected.

SAME Applicants

If you are applying under the New Jersey "SAME" program, your supporting documents (Schedule A or B letter), resume (CV), as well as the names and contact information for three professional references by the closing date listed above to: same@tcnj.edu. For more information on the SAME program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at: 833-691-0404.