

**The University of Iowa
Department of Intercollegiate Athletics**



**ANNOUNCEMENT OF POSITION VACANCY
Director of Softball Operations**

The University of Iowa Department of Athletics seeks a self-motivated, results-oriented individual with the knowledge, ability and interpersonal skills required to serve as **Director of Softball Operations**. This is a 100% full-time (at-will and FLSA exempt) position with full University of Iowa benefits; salary is between \$42,000 and \$52,000 commensurate with education and experience and relevant salary market data.

Responsibilities: The successful candidate will oversee Iowa softball office operations; coordinate all aspects of team travel with budget responsibilities; oversee daily video editing and statistical needs; chart/track statistics during practice and games; serve as “Teamworks” super user; create and distribute schedules to staff and student-athletes; assist recruiting coordinator to include on campus recruiting activities; assist with the management of camps and clinics; oversee team managers; inventory equipment and apparel; serve as primary contact for visiting teams; act as a liaison in areas specified by staff (i.e., event management, equipment, facilities, etc.); collaborate with staff and execute special events hosted by softball (e.g., alumni weekend); facilitate outside requests for staff and student-athletes; and other duties assigned by coaching staff. This position requires frequent travel, work in the evenings, on weekends and holidays, a valid U.S. driving license and the ability to meet The University of Iowa [Driving Policy standards](#).

The University of Iowa is an NCAA Division I Power Five institution and a member of the Big Ten Conference. The Department of Athletics manages 24 varsity sports programs and related events with a workforce of approximately 225 regular employees and 450 temporary employees. Athletics is a people-centric organization that operates under a “**Win. Graduate. Do It Right.**” philosophy.

Benefits Highlights: Excellent fringe benefit package including paid vacation and sick leave; health, dental, life and disability insurance options; and generous employer contributions into retirement plans. The University of Iowa is a nationally ranked research university with 30,000 students located in Iowa City. A vibrant community boasting excellent public schools, safe, comfortable neighborhoods, affordable housing, a highly educated population, and numerous cultural, recreational and sporting opportunities and events contribute to the Iowa City area frequently appearing high on the best-places-to-live listings. Go to “[Working at Iowa](#)” to learn more.

Required Qualifications:

- Bachelor’s degree (or international equivalent) or equivalent combination of education and experience is required.
- Minimum of 1 year of related administrative experience supporting a collegiate softball program (three or more years highly desired).
- Basic knowledge and ability to:
 - Utilize video analysis systems, such as DARTFISH, Rapsodo, Blast and/or Flight Scope
- Excellent oral and written communication skills
- Ability to work constructively and collaboratively in a diverse environment, demonstrating strong interpersonal skills and ability to build trusting relationships

- A valid U.S. driving license and the ability to meet and maintain University of Iowa [Driving Policy standards](#).
- Ability to travel through the months of January-June and frequent work in the evenings, on weekends and holidays.
- Working knowledge of and ability to:
 - Utilize basic office support software (word processing, word, excel, email, presentation software and spreadsheets)
 - Operate effectively within a highly regulated team environment.

Desired Qualifications:

- Three or more years of experience in athletics operations or event management at the NCAA Division I Level is highly preferred
- Working knowledge of the sport of softball, as demonstrated by softball playing, coaching in a formal competitive softball environment or softball operations experience is highly preferred.
- Basic knowledge and ability to:
 - Utilize web and mobile team communication application, such as Teamworks
- Working knowledge and ability to
 - Organize and execute camps and or clinics
 - Maintain productive relationships with staff, students, prospects coaches and/or patrons.

Application Details:

Visit our website at <https://jobs.uiowa.edu> and search for keywords “Softball”. Job openings are posted for a minimum of 14 calendar days and may be removed from posting and filled any time after the original posting period has ended. Applicants must upload a resume and cover letter and mark them as a “Relevant File” to the submission. Only applications submitted at <https://jobs.uiowa.edu> will be accepted. The successful candidates will be subject to a credential and criminal background check, as well as a review of their driving record. Five professional references will be required at a later step in the recruitment process. For questions or additional information, please contact Leiah Reed at athl-human-resources@uiowa.edu.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified candidates are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual.