



Position Title: Operations Coordinator of the Florida State University Varsity Club

Department: Varsity Club

Reports to: Varsity Club Executive Committee

Position Brief:

Florida State University Varsity Club is seeking an operations and relationship coordinator to support all Varsity Club members and activities. Members of the Varsity Club are former FSU athletes or support staff who have earned a varsity letter during their time at FSU. The FSU varsity Club maintains a facility with suite seating and area for member gathering at FSU football games. Applicants must demonstrate excellent organizational skills and the ability to manage multiple projects. Knowledge of FSU athletic history and the ability to relate to former athletes is mandatory. They must have the ability to work with advisors related to operational tasks. And supervise graduate assistants.

Responsibilities:

- Develop relationships with former athletes and the Seminole Boosters
- In coordination with the Seminole Boosters
 - Managing football game day experience
 - Coordinate seat and membership renewal
 - Marketing
 - Reunion coordination
 - Social media posting

Requirements:

- Proven professional working experience in a relationship-based atmosphere.
- Good understanding of office management and marketing and sales principles
- Well-organized with a customer-oriented approach
- Good knowledge of MS Office, marketing software and online applications e.g. CRM tools, web analytics, etc.
- Multiple project management
- Excellent communication and people management skills
- Bachelor's degree in business, Sport Management, or related field

Salary: Negotiable based on experience.

Expectations: This position is a full-time exempt employee with benefits

Location: This position will maintain a primary office in Seminole Booster section of Doak Campbell Stadium. A secondary office for facility operations will be maintained in the Varsity Club facility.

Application Process: Submit cover letter, resume and references to Amy Hanstein at ahanstein@fsu.edu



FLORIDA STATE
SEMINOLE BOOSTERS

Seminole Boosters, Inc. is an Equal Opportunity Employer and does not discriminate based on gender, age, race, or religion.