Position Summary
This 10-month (June - April) project assignment will focus on assisting Basketball Recruiting with the tracking, processing, and maintenance of all NBA D-League player transactions. The Project Employee will also provide general support for various Basketball Recruiting related projects, including referee processes.

Major Responsibilities
NBA D-League Player Onboarding Process:
- Assist in collecting, tracking, and processing all NBA D-League Player paperwork
- Work closely with Recruiters to ensure NBA D-League Players are on-boarded and paid appropriately
- Update and maintain various spreadsheets and reports used to effectively track all NBA D-League Player transactions
- Input and manage all NBA D-League Player transactions utilizing PeopleSoft
- Communicate effectively with NBA D-League Team Contacts & Players to resolve various payroll and benefit related issues
- Liaise with NBA D-League Basketball Operations and NBA D-League Finance on a weekly basis
- Maintain and improve onboarding processes

NBA D-League and WNBA Referee Onboarding Process:
- Assist in collecting, tracking, and processing all NBA D-League and WNBA Referee paperwork, as well as NBA and WNBA Observers
- Update and maintain various spreadsheets and reports
- Follow-up with referees to obtain outstanding documentation

General Basketball Recruiting Support:
- Support the Basketball Recruiting team with various projects that impact daily operations
- Create executive level PowerPoint presentations for various Basketball Recruiting projects
- Update and maintain candidate tracking spreadsheets using Microsoft Excel
- Utilize various sourcing methods (e.g. ATS, LinkedIn) to develop a pipeline of candidates for basketball related roles
- Assist Basketball Recruiting team with onboarding new hires, including, but not limited to, preparing offer letters, processing background checks, and ensuring timely and accurate processing of all new hire paperwork
- Assist Recruiters with scheduling interviews, booking travel, reviewing resumes, corresponding with candidates, etc.
- Provide administrative support to Recruiters as necessary, including, but not limited to, processing invoices, mailing FedEx packages, handling unsolicited resumes
**Required Skills/Knowledge**
- Exceptional knowledge of NBA, WNBA and NBA D-League players, teams, front office personnel, and player representatives (e.g. agents)
- Extensive understanding of NBA, WNBA and NBA D-League structures, rules and processes (both player and referee)
- Unrivaled passion for the NBA, WNBA and NBA D-League
- Proven ability to prioritize multiple tasks/projects and meet deadlines
- Excellent communication skills, written and verbal
- Ability to work independently and follow process with great detail and accuracy
- Strong level of proficiency in PowerPoint and Excel
- Proficiency in PeopleSoft is preferred

**Experience Needed**
- Experience creating metrics and reports required
- Experience and/or interest in Sports Business (e.g. CBA, athlete representation, basketball operations) required
- Prior experience in HR is preferred

**Educational Background Required**
- Bachelor’s Degree Required