



Job Classification Description

ASSISTANT ADMINISTRATOR FOR ATHLETICS & PHYSICAL EDUCATION/CSC
UPVT – PAT Bargaining Unit
10-Month Position

Grade 11
Exempt

BASIC FUNCTION

To serve in the department of Athletics and Physical Education as an assistant with a 50/50 split in departmental duties as specified.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Assistant Administrator for Athletics Duties:

- Plan, develop and coordinate field maintenance to College's athletic fields for fall and spring sports.
- Communicate and coordinate field maintenance work and needs between fall and spring coaches and athletic teams.
- Supervise and oversee work-study students in field maintenance work.
- Serve as head coach for one sport.
- Provide game coverage as directed by Assistant Dean of Athletics and Recreation.

Assistant Administrator for Physical Education Duties:

- Supervise and oversee work of four to eight student teachers per semester.
- Supervise and oversee work of students enrolled in PED-2810, Early Field Experience.
- Advise PED majors as assigned by the PED chairperson.
- Supervise and oversee work of no more than five PED/Sports Administration interns as assigned by the PED chairperson or an equivalent amount of work helpful to the Physical Education Department to be determined by the supervisor in consultation with the academic dean and the department chairperson.

SUPERVISION RECEIVED

General supervision is received from the Assistant Dean of Athletics and Recreation. In supervising and evaluating the work performed as Departmental Assistant for Physical Education, Assistant Dean of Athletics and Recreation will seek input from the Physical Education academic department chairperson.

SUPERVISION EXERCISED

Administrative and functional supervision over student workers, PED-2810 students and PED/Sports Administration interns.

Masters degree in Physical Education or related field of study required, plus one to three years relevant experience or a combination of education and experience from which comparable knowledge and skills are acquired.

- Excellent organization skills
- Ability to deal effectively with a wide range of College students, personnel, as well as media contacts, facilities users and others outside the college. Excellent communication skills.
- Prior experience with sports administration and coaching.
- Ability to handle multiple projects and shifting priorities.
- Ability to work a flexible schedule.
- Weekend and evening work is required.
- Valid Vermont Driver's License is required.

This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.