



Job Classification Description

ASSISTANT ATHLETIC DIRECTOR VSC – UP PAT BARGAINING UNIT

**GRADE 12
EXEMPT**

BASIC FUNCTION

To assist in various Athletic Department functions; to help coordinate all college athletic activities; to coordinate and communicate College sports information and to prepare and maintain facilities for athletic activities.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Assist the Director of Athletics in the overall administration, development, and implementation of varsity athletic programs, including scheduling and contracting.
- Monitor athletic program activities, facilities and equipment on a regular basis, ensuring adherence to established operating procedures, with a focus on safety procedures.
- Assist with planning and managing program operating budgets.
- Manage, report, and promote sports information through telephone and written communication: release statistics, prepare and disseminate news releases for all varsity athletic activity, responding to inquiries from the press and other regarding sports programs and events.
- Manage home event operations of press box and scorer's table, report necessary information to conference and national affiliations, and update college's website regarding sports information.
- Continue to strengthen and develop a detailed athletic website to recruit student athletes and communicate athletic events and information.
- Set up equipment for home athletic events for indoor and outdoor athletic facilities, including: lining fields, cutting grass, fixing goals, maintaining softball and baseball infields, setting software and scores' clocks and other related duties.
- Keep track of equipment needs, proper storage and regular inventory of equipment.
- Assist in daily operations of overall Athletic Department.
- Oversee facilities during the summer (including fitness center/pool).
- Serve on conference and NCAA committees as assigned.
- Perform other related duties as assigned.
- Possible coaching duties.

SUPERVISION EXERCISED

Position will supervise student workers.

SUPERVISION RECEIVED

General supervision is received from the Director of Athletics.

MINIMUM QUALIFICATIONS

Bachelor's degree required, master's degree preferred, plus two to four years of experience in intercollegiate athletics administration at a college or university, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of knowledge and skill related to athletics and athletic facilities, management, in-game statistical software applications, and other relevant experience.
- Strong knowledge of NCAA Division III rules and regulations concerning eligibility, transfer, incoming student athletes and recruitment.
- Ability to deal effectively with a wide range of College students and personnel, as well as media contacts, facilities users and others outside of college.
- Experience in sports information; strong written and verbal communication skills.
- Familiarity with technology and web-based communication tools.
- Weekend and evening work 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.