



VERMONT STATE COLLEGES

Job Classification Description

**ASSOCIATE DEAN OF ATHLETICS & RECREATION/CSC
NON-BARGAINING UNIT**

**GRADE 16
EXEMPT**

BASIC FUNCTION

To oversee, direct and supervise all College athletic programs, sports, and athletic training, and administer all aspects of athletic facilities management.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Develop, manage, coordinate and supervise College's competitive intercollegiate athletics program.
- Maintain responsibility for 19 varsity sports and over 340 student athletes.
- Plan, implement, administer, monitor, coordinate, and evaluate club, intramural and student recreational athletic programs.
- Supervise and manage all functions and services of seven-day usage of Glenbrook Gymnasium, SHAPE Facility, Pool and College Fitness Center, including rock-climbing areas.
- Administer, direct and plan all departmental programs and services for student athletes and college community participants.
- Ensure strict adherence to NCAA Division III principles of competitive sports as a complement to academic and campus life.
- Oversee the professional development of the coaching staff to enhance recruiting and teaching skills.
- Exercise full supervisory authority, directly and indirectly, of 10 to 15 full or part-time positions of Athletics and Recreation staff including Head Coaches, Athletic Trainers, Fitness Facilities Director, Assistant Administrator of Athletics & Physical Education, and support staff.
- Exercise full supervisory authority, directly and indirectly, of 25 to 30 full or part-time athletic coaches and other staff members, as well as a large staff of student assistants.
- Plan and conduct staff and coaches training programs and staff meetings. Confer regularly with staff and coaches to plan and coordinate activities, assign and review work, resolve problems, and the like.

- Direct or carry out the scheduling of games, events and facilities; including facility scheduling and staffing, supervising and monitoring of daily operations, planning and coordinating of maintenance, repairs and the like.
- Plan, request and administer the operating and capital purchase budgets of all assigned functions.
- Oversee, coordinate and carry out the recruiting of student athletes.
- Confer regularly with President on development and management of athletics and recreation. Participate in student life department meetings and activities.
- Keep abreast of current developments in higher education athletics and intramural programs and facilities, including athletic association regulations and guidelines, and ensure compliance with the latter.

SUPERVISION RECEIVED

General supervision is received from the College President.

SUPERVISION EXERCISED

Administrative and functional supervision, direct and indirect, of up to 10 to 15 full and part-time staff, 25 to 30 coaches, as well as all athletic student employees.

MINIMUM QUALIFICATIONS

Masters degree in physical education, sports administration or other appropriate discipline, plus three to five years of relevant teaching, coaching and administrative experience, or a combination of education and experience from which comparable knowledge and skill are acquired.

- Successful experience in administration of intercollegiate athletic programs.
- Broad-based technical knowledge and skills related to college athletic programs.
- Strong planning, organizational, administrative, budget administration and personnel management skills.
- Ability to deal effectively with a wide range of individuals and groups within and outside the College; good public speaking/public relation skills.
- 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.