



Job Classification Description

ASSOCIATE DIRECTOR OF ATHLETICS/CSC VSC UP – PAT Bargaining Unit

**Grade 13
Exempt**

BASIC FUNCTION

To assist with the coordination of all College athletic programs; to coach one varsity sport; to oversee all aspects of sports information; to schedule all varsity sports contests

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- To assist in the planning, implementation, administration, and evaluation of a comprehensive athletic program, including operating policies and procedures.
- Assist with planning and managing program operating budgets.
- Monitor athletic program activities, facilities and equipment on a regular basis, ensuring adherence to established operating procedures, with a focus on safety procedures.
- Coach women's basketball team under the guidelines established by the NCAA including: recruiting student athletes, establishing practice schedules and holding practice sessions, scouting of opponents games, preparing for and coaching during games.
- Supervision of Field Maintenance Coordinator to set up equipment for home athletic events for outdoor facilities, including: lining fields, cutting grass, fixing goals, setting up score board and other related duties.
- Oversee all aspects of sports information including: supervision of Sports Coordinator, score reporting to NCAA, NAC, and ECAC, web site maintenance, press releases and correspondence with local and national media.
- Assist in game management of fall and spring sports.
- Responsible for scheduling and contracting all contests for 21 varsity sports programs.
- Assist in purchasing athletic equipment for sports teams.
- Serve on NAC, ECAC, and NCAA committees as assigned.
- Assist in daily operation of over-all athletic department.
- Perform other related duties as assigned.

Associate Director of Athletics/Coach/CSC, continued

SUPERVISION RECEIVED

General supervision is received from the Dean of Students.

SUPERVISION EXERCISED

Administrative and functional supervision over Sports Coordinator.

MINIMUM QUALIFICATIONS

Bachelor's degree in recreation, physical education, recreation, or other appropriate discipline with a master's degree desirable, plus two to four years relevant experience in recreation/athletics/coaching, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong and varied technical skills and interest in athletic activities.
- Broad base of knowledge and skills related to athletic facilities, sports information, management, coaching, recruiting and other relevant experience.
- Coaching experience.
- Ability to deal effectively with a wide range of College students, personnel, as well as media contacts, facilities users and others outside the college.
- 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.

6/05