



Job Classification Description

**DIRECTOR OF ATHLETICS/JSC
VSC UP – SUP Bargaining Unit**

**Grade 14
Exempt**

BASIC FUNCTION

To direct and manage all College intercollegiate athletics programs and College athletics facilities.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, administer, monitor, coordinate, and evaluate, intercollegiate athletics programs, and other programs, services and functions of the Athletics Department, including operating policies, procedures and methods. Develop and modify programs, systems and facilities in accordance with institutional objectives and the needs of students and other College constituencies.
- Exercise full supervisory authority, directly and indirectly, over up to 10 full-and part-time Athletics coaches and other staff members, as well as a large staff of student assistants. Plan and conduct training programs and staff meetings. Confer regularly with staff to plan and coordinate activities, assign and review work, resolve problems, and the like.
- Plan, request and administer the operating and capital purchase budgets of all assigned functions.
- Direct or carry out the scheduling of games, events and facilities; team travel arrangements; equipment, supply and uniform purchases and maintenance; provision of officiating services; indoor and outdoor facilities preparation, use and maintenance; and similar administrative tasks.
- Direct or carry out sports information functions, including preparation of schedules, rosters and eligibility forms, as well as brochures and similar informational materials.
- Oversee, coordinate and carry out the recruiting of student athletes.
- Determine academic eligibility of student athletes.
- Perform all of the regular duties of an Athletics Coach for one or more sports: recruiting, training and conditioning, planning and supervising practice sessions, coaching games, traveling with team, monitoring academic standing of athletes, general student advising, and the like.
- Ensure that proper safety procedures are adhered to by all department personnel and students.
- Represent the College to professional athletic organizations.

- Direct or coordinate various fundraising efforts. Coordinate athletic banquets and other special events. Represent and promote the athletics program at various public relations and fundraising functions.
- Confer regularly with Public Information, Development, Alumni, Admissions, Physical Plant, Student Affairs, other College offices/personnel, and various student groups to plan, coordinate and evaluate programs/ activities, exchange information, resolve problems, and the like.
- Coordinate facilities maintenance with Physical Plant staff. Serve on various College committees.
- Plan and Administer appropriate department records systems.
- Prepare a variety of administrative/management reports.
- Keep abreast of current developments in higher education athletics and intramural programs and facilities, including athletics association regulations and guidelines, and ensure compliance with the latter.

SUPERVISION RECEIVED

General direction is received from the President, or other senior administrative officer.

SUPERVISION EXERCISED

Administrative and functional supervision, direct and indirect, of up to 10 full- and part-time staff, as well as all Athletics student employees.

QUALIFICATIONS

Masters degree in physical education or other appropriate discipline, plus two to four years of relevant teaching, coaching and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broadbased technical knowledge related to college athletics programs.
- Strong planning, organizational, administrative, budget- and personnel management skills.
- Ability to deal effectively with a wide range of individuals and groups within and outside of the College; good public speaking/public relations skills.

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.

