



Position Title: Director, Intercollegiate Athletics
Reports To: Campus President
Department: Intercollegiate Athletics
Prepared By/Date: Jennifer C. Brito/5-08-2009
Approved By/Date: Dr. Veronica Owles/05-16-2011
Revised: Donna French/05-12-2011

Job Code: 0130-00E
Job Group: PEC
Salary Grade: 17
FLSA Status: Exempt

Summary:

This position is responsible for overall administration and management of the Intercollegiate Athletics Club Sports Program at Miami-Dade College, including all programmatic, completion-related and fiscal matters. Supervises and evaluates all Head Coaches.

Essential Duties and Responsibilities:

- Recommends the appointment of Head Coaches, Assistant Coaches, and Athletic Trainers
- Hires, supervises, and evaluates full-time and part-time personnel
- Ensures compliance with all policies, rules, regulations, and compliance criteria of the College, State, federal and NJCAA (National Junior College Athletic Association), along with the SACS (Southern Association of Colleges and Schools)
- Certifies and monitors eligibility of student athletics as prescribed by the NJCAA and any other governing agencies
- Supervises scholarship appropriation and service grants
- Develops and monitors Athletic team budgets with Head Coaches
- Coordinates and monitors all fundraising efforts and works with the Miami Dade College Foundation policies and procedures
- Maintains signature authority for all documents related to the Intercollegiate and Club Sports programs
- Coordinates with the appropriate College administrators and Head Coaches to ensure that all team practices and competitions provide game officials and availability of facilities as needed
- Communicates events and athletic schedules with the District Office of Public Affairs
- Serves on College or campus committees as needed
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of wide-range of issues and concerns particular to student athletes; as well as, those of the general student population
- Knowledge of Microsoft office software and specific computer programs related to area of responsibility
- Knowledge of college educational philosophy and top management administrative practices and procedures; college curricula and instructional programs
- Knowledge of the goals, objectives, structure and operations of major college institutions
- Knowledge and skill in communicating effectively utilizing public relations principles and practices
- Knowledge of college policies and procedures
- Knowledge of technological systems as they apply to instructional, administrative, and workplace needs particularly learning management systems
- Ability to speak effectively to employees, faculty, staff and community groups
- Strategic planning skills to effect change in a multi-cultural environment
- Skill in employee development and performance management
- Strong leadership skills that promote dedication, creativity, innovation and growth

- Ability to develop and interpret financial data/plans and manage resources
- Ability to think, reason, and make sound judgment on how responsibilities are completed in compliance with college standards and guidelines
- Ability to work effectively in a multi-ethnic-cultural environment with students, faculty, and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet to moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree with eight (8) years related experience; or Master’s degree and four (4) years related experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name