



Position Title:	Assistant Director of Athletics	Job Code:	0686
Reports To:	Director of Athletics and Student Life	Job Group:	PEC
Department:	Student Services	Salary Grade:	15
Prepared By/Date:	Jennifer C. Brito/5-21-2010	FLSA Status:	Exempt
Approved By/Date:	Gloria Baez/5-21-2010		
Revised:	Jennifer C. Brito/5-21-2010		

Summary:

The Assistant Director of Athletics is responsible for the day-to-day operations of Athletics Programs, including Intramural Sports. Provides assistance to the Director of Athletics and Student Life in matters directly involving Athletics, including working with coaches and teams, and monitoring and evaluating sports-related programs and events.

Essential Duties and Responsibilities:

- Works with appropriate College administrators and head coaches to ensure all team practices and competitions are coordinated, including but not limited to, securing game officials and facilities as needed
- Acts in a supervisory capacity for the department in the absence of the Director
- Works with College's Department of Communications to Communicate athletic events and team schedules
- Monitors eligibility of student athletes as prescribed by the NJCAA and all other applicable governing agencies
- Supervises scholarships appropriateness and service grants
- Assists the Director of Athletics and Student Life in monitoring departmental budgets
- Assists the Director of Athletics and Student Life in fundraising efforts specific to the Athletic Department
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and understanding of a wide-range of issues and concerns particular to student athletes
- Knowledge of Microsoft Office software and specific computer programs related to area of responsibility
- Must have excellent organizational, interpersonal and communication (oral and written) skills
- Ability to supervise assigned staff and monitor departmental budgets
- Ability to effectively present information to College leadership, employees and students, as well as to the general public as assigned by the Director of Athletics and Student Life
- Ability to work effectively as part of a team
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, staff and members of the community

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 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 regularly required to sit and reach with hands and arms; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

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:

Non-essential

Minimum Requirements:

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

- Bachelor’s degree with six (6) years related experience; or Master’s degree and two (2) years of related experience is required
- Knowledge of athletic and/or physical education program is required
- Evening and weekend hours and frequent traveling are frequently required

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name