UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Deputy Director, Athletics

DIVISION: Student Affairs

REPORTS TO: Director, Athletics

GRADE: 17

SUPERVISES: Professional and support staff; intercollegiate coaches

BASIC FUNCTION:

Working under the Director of Athletics, serves as chief operating officer with overall responsibility for, and supervision of the department of intercollegiate athletics and recreation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervises the Department’s daily administrative operations and oversees the senior management team.

Develops and implements long- and short-term operational plans for discussion with Director of Athletics.

Administers the Department’s external advancement programming, including ticket marketing, broadcast and Web/Internet programs and agreements, corporate sponsorships, sports communications, and special events.

Serves as sport administrator for men’s and women’s basketball and for other sports as assigned.

Coordinates departmental search processes for supervisory and head coach positions.

OTHER DUTIES AND RESPONSIBILITIES:

Acts in the absence of the Director.

Represents the University at appropriate conferences, NCAA functions and professional meetings.

Performs other duties as assigned by the Director.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software.
ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

**Required:** Bachelor’s degree (master’s degree strongly preferred); minimum of five years of progressively responsible NCAA Division I collegiate athletic administrative experience; evidence of significant department-wide administrative responsibilities and results in staff management, sports administration, external operations (including sponsorship programs), season ticket campaigns, events management, public relations, and broadcasting; strong interpersonal skills, and written and verbal communication skills; awareness of and commitment to NCAA standards, Title IX, and the statement of principles proposed in the Knight Commission Report.

**Preferred:** Experience in strategic planning processes.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.