UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Director, Athletics/Athletic Facilities and Operations

DIVISION: Athletics

REPORTS TO: Director of Athletics

GRADE: 14

SUPERVISES: Event staff personnel, student workers, part-time special event staff, Interns

BASIC FUNCTION:

Responsible for the operations of game management and staff, including managing game officials and payment for men's and women's teams, coordinating facilities for practices and games, assisting with special tournaments (A-10 and NCAA) and manage Athletic facility operational needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the hiring of all event staff personnel, (i.e. student workers, university employees and non-university workers). Responsibilities include managing all paperwork for the processing of payment.

Schedule event staff (ushers, announcers and table staff) for all home athletic events.

Coordinate and oversee all aspects of a home athletic contest, including but not limited to: locker room use, practice times for visiting teams, police coverage, parking staff, event set and breakdown, work with marketing/promotions staff to coordinate half-time promotions, etc.

Serve as the athletic department liaison between police, fire and emergency staff working at all home athletic events.

Prepare progress reports for appropriate University committees as designated by the Director of Athletics.

Coordinate facilities for practice and games for post season events in which the Athletic Department takes part, such as Atlantic 10 or NCAA Championships.

Hire and train student personnel to assist with set up and breakdown of indoor and outdoor athletics facilities.

Act as Athletic liaison in the coordination with the Assistant Director of Campus Recreation to help schedule, monitor and supervise summer outdoor events.

Manage the logistical support for summer camp activities conducted by URI Athletics staff, making sure all NCAA rules are followed in coordination with Compliance Officer.
Assistant Director, Athletics/Operations (PSA - 100220)
Page 2 of 2

Develop and maintain a current event operations manual for the Athletics Department.

Act as a liaison between Athletics and Recreational Services on facility needs, issues, maintenance, renovations and emergencies for athletic related building/play/practice fields and sites. This includes locker room repairs, maintenance and cleaning.

Act as a liaison between Athletics and the Ryan Center on all Athletic related facility needs, practice schedules, issues, maintenance, renovations and emergencies for athletic related building/play/practice fields and sites. This includes locker room repairs, maintenance and cleaning.

Act as a liaison for Athletics to the Asset Protection committee. Request funding when available that affects Athletics related facilities.

Meet regularly with the Assistant Director of Campus Recreation and the Director of Campus Recreation on facility related issues that directly or indirectly relate to athletics and report back to the Director of Athletics the notes of these meetings.

Sports Administration duties as needed.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. Night and weekend hours are necessary due to nature and time of athletics contests.

QUALIFICATIONS:

REQUIRED: Bachelor’s degree; Minimum of five years of athletics administration experience in event management; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to others; Demonstrated ability to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master’s degree; and, Minimum of five years of athletics administration experience in event management at a Division I NCAA institution required

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