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Position #: (PSA) (E)
Developed by:... VT; PT
Reviewed by:..... DLJ
Approved by:..... LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Athletics Game Day Operations

DIVISION: Athletics (Event Management)

REPORTS TO: Associate Director of Athletics

GRADE: 7

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

BASIC FUNCTION:

Under the guidance of the Associate Athletic Director, support the operations of game management and staff, including managing game officials and payment for men's and women's teams, coordinating equipment set-up and breakdown for practices and games, assisting with special tournaments (A-10 and NCAA) with the Associate Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Lead with the hiring of all event staff personnel, (i.e. student workers, university employees and non-university workers). Responsibilities include managing all paperwork (MP-7's, UP-7's etc.) 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.

Communicate with outside entities, such as police, fire and emergency staff working at all home athletic events.

Manage external special events in which the Athletic Department takes part, such as Atlantic 10 or NCAA Championships.

Under the guidance of the Associate Athletic Director, hire and train student personnel to assist with set up and breakdown of indoor and outdoor athletics facilities.

Collaborate with sport administrators (i.e., Associate Directors) and department heads in determining facility needs for events.

Manage facility operational needs for home athletic events.

Coordinate equipment set-up and breakdown for games.

Support special tournaments (A-10 and NCAA) and manage athletic facility operational needs.

Collaborate on the development and maintenance of athletic event operations manual for the Athletics Department.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers, word processing, database management and spreadsheet software. DV Sport Replay System (Division I) or similar system.

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 one year of athletics administration experience; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to others; Demonstrated ability to work with diverse groups/populations; and Demonstrated experience with DV Sport Replay System (Division I), or similar system.

PREFERRED: Demonstrated experience at a Division I NCAA institution; Demonstrated experience as a Division I Athlete; Demonstrated experience with TEAMWORKS Software; and Demonstrated experience with game officiates assigning websites.

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