

Class Code:..... 0220-2017
Position #: (PSA).....(E)
Developed by:.....TB
Reviewed by:.....AMC;DLJ
Approved by:.....AMC
Date:.....6/00;05/17

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Director, Athletics/ Athletics Facilities & Operations

DIVISION: Student Development

REPORTS TO: Associate Director of Athletics

GRADE: 14

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

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 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:

Coordinate 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.

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.

Manage external special 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.

Coordinate with Assistant Director of Facilities 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.

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Provide overall assessment and plan for upkeep of facilities, including buildings and playing/practice fields/sites; supervise service trades staff in the maintenance and cleaning of all facilities.

Work directly with sports administrators (i.e., associate directors) and department heads to determine facility needs for events.

Manage facility operational needs for home athletic events.

Coordinate equipment set-up and breakdown for practices and games.

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

Act as a liaison for Athletics to the Asset protection Committee, request funding when available that affects Athletics' related facilities.

Develop and maintain a current events 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.

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 three years of athletics administration experience (preferably at a Division I NCAA institution); 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 subordinates and 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.

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