

Class Code:.....0313
Position #:(NUNC).....6910
Developed by:.....SG
Reviewed by:.....RP
Approved by:.....
Date:.....

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Director, Athletic Programs
DIVISION: Student Development
REPORTS TO: Director, Athletics
GRADE: 14
SUPERVISES: Professional, administrative, technical and clerical support staff

BASIC FUNCTION:

Works under the Director of Athletics, with overall responsibility for and supervision of women's (or men's) athletics; provide departmental leadership in the director's absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise and evaluate all coaches in the women's (or men's) program, make recommendations for retention and merit.

Monitor recruiting procedures of all coaches in the women's (or men's) program.

Prepare and administer the budget for women's (or men's) athletics.

Supervise the scheduling of contests for all women's (or men's) sports, including selected site management responsibilities and other administrative duties;

Coordinate transportation and lodging needs of women's (or men's) teams.

Make arrangements for summer and intersession training camps for women's (or men's) athletics.

Prepare and monitor inventory control and requisitions of equipment, uniforms, and supplies for women's (or men's) athletics.

Supervise the sports medicine staff and coordinate all departmental/clerical support staff.

Supervise the Athletic Department's academic advisors.

Design, implement, and monitor the athletic grant-in-aid and letter of intent program for women's (or men's) athletics.

Monitor the academic performance of all student athletes and prepare semester reports.

Serve as a liaison with University College's Academic Advisory Office, and Admissions and Residential Life Offices.

OTHER DUTIES AND RESPONSIBILITIES:

Represent the University at all appropriate conferences, NCAA, and professional meetings.

Assist in the hosting of tournament clinics, workshops, and championships.

Work with the Associate Director, External Affairs; assist in the coordination of fund-raising and public relations efforts.

Serve as gender equity consultant for the department.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in physical education or a related field; three to five years in athletic administration. Strong verbal and written communication skills and a history of effective working relationships with students and staff. Awareness of and commitment to NCAA standards, Title IX, and the statement of principles proposed in the Knight Commission Report. Strong commitment to gender, racial, and ethnic diversity. PREFERRED: Demonstrated administrative experience in athletic programming; experience in a Division I program. Athletic participation and coaching experience.

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

Class Code:.....0313
Position #:(NUNC).....6910
Developed by:.....SG
Reviewed by:.....RP
Approved by:.....
Date:.....