

Job Code:...100313-2019
Position #: (NUNC) (E)...
Developed by:.....TB
Reviewed by:....SG, DLJ
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Director, Athletics/Administration and Senior Woman Administrator

DIVISION: Athletics

REPORTS TO: Director, Athletics

GRADE: 14

SUPERVISES: Professional staff, coaches, administrative, technical and clerical support staff

BASIC FUNCTION:

Under the Director of Athletics, serve as a member of the senior administrative team assisting the Director with the running of a Division I athletics program; provide departmental leadership in the Director's absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

For the relevant sports/programs, supervise and evaluate the coaches and programs, and make recommendations for retention and merit.

Serve as a program administrator for rowing, women's swimming and diving, men's track and women's track, and men's and women's cross country. (Additional sports programs may be assigned or number of programs may be reduced.)

Administer and monitor budgets for programs supervised.

Serve as gender equity consultant for the Department.

Serve as NCAA Senior Women's Administrator.

Supervise coaches as assigned.

Serve as academic liaison with University College academic support counselors, and monitor the academic performance of student athletes.

In conjunction with the Compliance Coordinator, monitor the ongoing NCAA Academic Progress Report (APR).

Oversee the NCAA Champs Life Skills Program.

Facilitate the Summer School funding allocation and appeals process.

Review and nominate student athletes for academic achievement awards, both within the University and externally.

Oversee the Senior Awards Banquet, as well as other student academic award functions.

In coordination with the Golf Committee, assist with the management of the annual WABC golf outing.

OTHER DUTIES AND RESPONSIBILITIES:

Within area of responsibility, oversee adherence to rules, regulations and procedures mandated and/or recommended by the NCAA and the University.

Represent the University at all appropriate conferences, A-10, NCAA, and professional meetings.

Serve on the University's Diversification Committee, the Learning Assessment Committee, and other committees as assigned by the Director of Athletics.

Perform other duties as assigned by the Director of Athletics.

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.

QUALIFICATIONS:

REQUIRED: Master's degree in physical education, sports management or a related field; Minimum of five years of experience in athletics administration, (including athletics operations, fundraising, athletics academic affairs, media relations, marketing, as a head coach, etc.); Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communications skills; Demonstrated proficiency in written communications skills; Demonstrated ability to work effectively with students and staff; Demonstrated awareness of and commitment to NCAA standards, gender equity, and the statement of principles proposed in the Knight Commission Report; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated administrative experience in athletics programming; Demonstrative experience with budget management; and, Demonstrated experience in a Division I program through athletic participation and/or coaching experience.

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