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Position#:(NUNC)(E)...108445
Developed by:.....GB
Reviewed by:.....SG, LK
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Basketball Operations/Men's Basketball
DIVISION: Student Affairs (Athletics)
REPORTS TO: Head Coach, Men's Basketball
GRADE: 7
SUPERVISES: Student team managers

BASIC FUNCTION:

Assist with the organization and administration of the basketball program, including the following: on-campus recruiting, practice, study table, conditioning, public relations, academics, game-day and activities, team travel, and liaison to sport administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the head coach with on-campus duties related to the recruitment of Division I athletes (i.e., arrange meals, arrange transportation for visits, conduct tours, prepare compliance documentation, etc.)

Work with assistant coaches on in-house life skills programming.

Oversee student athlete player performance (i.e., supervise study hall, conduct orientation activities for freshmen, etc.).

Determine best and most cost-effective methods for team travel, including flight arrangements, hotel arrangements, team meals, and on-site transportation; plan/arrange pre- or post-game meals for home games.

Oversee the program's travel budget, including preparation of cost projections for the head coach.

Participate in, where allowable by NCAA rules/regulations, team practice activities (e.g., run practice clock, perform managerial functions, etc.).

Respond to mail from alums and/or non-recruits, etc.

Recruit, hire, schedule, and supervise and evaluate team managers.

Propose practice and facility schedules to Assistant Athletic Director for Operations.

Liaison to visiting teams for practice and other needs.

Liaison for team promotions and community service initiatives.

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Liaison to academic advising.

Coordinate team/individual appearances/community service with Sports Information and Marketing departments.

Serve as liaison to sport administrator.

OTHER DUTIES AND RESPONSIBILITIES:

Comply with all NCAA, University and Atlantic 10 Conference policies and regulations.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printer; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree; demonstrated ability to interpret University, NCAA, and Atlantic 10 Conference rules and regulations and to communicate the interpretations to others; demonstrated organizational skills; demonstrated leadership skills; demonstrated ability to supervise support staff; demonstrated oral and written communication proficiency; demonstrated strong interpersonal skills; demonstrated ability to work with diverse groups. Appointment subject to NCAA violation report clearance and NCAA Rules Certificate.

Preferred: Experience with Division I athletics.

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