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Developed by:.....GB
Reviewed by:.....SG, LK
Approved by:.....LK
Date:05/09; 05/10

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Basketball Operations/Women's Basketball
DIVISION: Student Affairs (Athletics)
REPORTS TO: Head Coach, Women'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. Coordinate video taping and tape exchange program. Coordinate summer camp planning and activities.

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 weight room, 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.

Responsible for the filming of games and for tape exchange policies.

Responsible for the following: producing video highlights; video breakdown and editing; coordinating film/video exchanges (including opponent video exchanges); gathering coaches' evaluations of game officials, etc.

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

Assist Head Coach with the coaching and/or administration of WBB camps or clinics.

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

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

Recruit and supervise men practice players.

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

Liaison to visiting teams for practice and other needs.

Responsible for ordering and organizing team apparel and equipment.

Liaison for team promotions and community service initiatives.

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:

Bachelor's degree required. Experience with Division I athletics preferred. Ability to interpret University, NCAA, and Atlantic 10 Conference rules and regulations and to communicate the interpretations to others required. Must have demonstrated effective interpersonal, organizational, communicative and leadership skills, and the ability to coordinate and supervise support staff. Strong interpersonal skills and communication skills, both oral and written, required. Appointment subject to NCAA violation report clearance and NCAA Rules Certificate.

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