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Developed by:.....SB
Reviewed by:.....SG;DLJ
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Basketball Operations/Video /Women's Basketball
DIVISION: 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: coordinate video duties, tape exchange program, and direct management of alumni and former player interactions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the filming of games and for tape exchange policies, including the video uploading for A10 requirements.

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.

Edit game film into point of attack tapes, updates of URI film library on a daily basis, assists the assistant coaches in gathering of high school film, provides daily updated film list to the assistant coaches.

Responsible for handling equipment purchases/requests/inventory.

Manage all alumni and donor functions in conjunction with the Athletic Development Office.

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.

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

Represent the University and the Athletic Department on behalf of Women's Basketball at professional meetings, alumni events community service functions and other events as necessary.

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, video software, video equipment and related video systems, 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 leadership skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations. Appointment subject to NCAA violation report clearance and NCAA Rules Certificate.

PREFERRED: Demonstrated experience with Division I athletics; and, Demonstrated video technology skills for producing scouting and practice tapes.

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