

Job Code: 101345
Position #: (NUNC)... (E)
Developed by:.....TB
Reviewed by:....TB; DLJ
Approved by:.....LK
Date:01/19;03/19; 05/19

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Director, Athletics/Internal Operations

DIVISION: Athletics

REPORTS TO: Director, Athletics

GRADE: 14

SUPERVISES: Support staff, intercollegiate coaches

BASIC FUNCTION:

Working under the Director of Athletics, serve as chief internal operations administrator responsible for sports administrative oversight and liaison between various University divisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as Sport Administrator for Men's Basketball, Football and other sports as assigned by the Director of Athletics.

Serve as primary liaison with admissions, financial aid, housing, enrollment services and capital projects.

Serve as Athletic Department Representative for all athletic department capital projects.

Work with Athletic Department Senior Leadership to develop and implement a long and short term operational plan utilizing the athletic department strategic plan as a guide.

Oversee collaborations with University planning and recreation to develop an athletic department facilities capital plan.

Serve as the athletic department liaison with the Ryan Center Outside Management Company.

Serve as the athletic department liaison with Learfield.

Responsible for the athletic department vehicle fleet.

OTHER DUTIES AND RESPONSIBILITIES:

May serve as the head of the department in the absence of the Athletic Director.

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

Perform other duties as assigned by the Athletic Director.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, excel spread sheet, database management, word processing.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. This position requires work outside of traditional business hours including some nights and weekends. This position requires some travel.

QUALIFICATIONS:

REQUIRED: Master's Degree; Minimum of five years' experience working at the NCAA Division I, Division II, Division III or Junior College level, OR, Demonstrated experience working in a Division I Conference Office or in the NCAA National Office; Demonstrated strong interpersonal and verbal communications skills; Demonstrated proficiency in written communication skills; Demonstrated budget oversight; Demonstrated awareness of and adherence to NCAA rules, Title IX, and University personnel regulations; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience as a NCAA Division I or Division II Director of Athletics; and, Demonstrated sport administrative experience working with basketball and football at the Division I level.

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