

Job Code: ..... 101552  
Position #: (NUNC) . (E)  
Developed by:.....TB  
Reviewed by:.....LK, DLJ  
Approved by:.....LK  
Date:1997;2017;2019;2019  
04/29/21

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Director of Operations, Men's Basketball  
**DIVISION:** Athletics  
**REPORTS TO:** Head Coach, Men's Basketball  
**GRADE:** (Not Applicable)  
**SUPERVISES:** (Not Applicable)

**BASIC FUNCTION:**

Support the NCAA DI Men's Basketball program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Serve as advisor to head coach.

Analyze film of opponents to contribute to the development of game strategy in coaches meetings.

Lead special projects.

Provide analysis for purposes of program and player development. Utilize computer editing software to prepare reports and/or videos used in recruiting, instructional purposes, and analysis.

Supervise operations player development staff. Oversee the day-to-day operations including schedule changes, space reservations and communications.

Supervise video staff and coordination.

Assist in game scheduling including contacting potential opponents, analyzing strength of schedule, and coordinating dates.

Speak to various campus and community groups on behalf of the program. Coordinate clinics.

**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 and printers, word processing, database and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum of five years' experience in Division 1 NCAA basketball; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to adhere to University, NCAA, and Atlantic 10 Conference rules and regulations; and, Demonstrated ability to work with diverse groups/populations. Appointment subject to NCAA violation report clearance and NCAA Rules Certificate.

**PREFERRED:** Demonstrated Division I level coaching experience.

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