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Position #: (PSA)..... (E)  
Developed by:.....TB; SR  
Reviewed by:TB,SR,AMC,LK  
Approved by:.....  
LK  
Date:..... 08/2022

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

**TITLE:** Associate Athletic Director, Student-Athlete Development and Inclusive Excellence

**DIVISION:** Athletics

**REPORTS TO:** Director of Athletics

**GRADE:** 14

**SUPERVISES:** Administrative support staff, graduate and undergraduate students, interns, and work study students

**BASIC FUNCTION:**

As a Senior level leadership position, serve as a primary diversity, equity, and inclusion (DEI) subject matter expert and advocate within the Department of Athletics. Advise the Athletic Director, department leaders and employees, and coaching staff on all matters related to DEI operation, administration, and integration. Create and administer initiatives, programs, and operational processes that provide student-athletes with meaningful opportunities for growth and connections in the areas of life skills development, leadership formation, career exploration and vocational discovery, community engagement, and diversity and inclusion.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Develop, implement, and assess innovative programs and services - such as workshops, professional development and coaching, retreats, awareness campaigns, the creation of printed guides and handbooks, etc. - that support holistic student-athlete well-being, growth, and learning related to their personal, professional, academic, and athletic activities.

Serve as a DEI expert and point of contact within the Department of Athletics, implementing proactive initiatives that advance and promote a climate of team and departmental inclusivity.

Create and administer DEI education programs that equip student-athletes with knowledge and skills that prioritize respect for others, appreciation of diverse individuals and perspectives, effective conflict management and resolution, cultural agility, and willingness to learn.

Offer individualized, group, and team-based career workshops centered around networking and interviewing skills, resume building, job search strategies, professional etiquette, and personal marketing, and partner with URI central

career services as well as college-based career services offices to maximize students-athlete post-graduation career outcomes and success.

Develop and administer an NCAA CHAMPS (Challenging Athletes' Minds for Personal Success)/Life Skills program for URI student-athletes.

Serve as the SAAC advisor, work with SAAC to develop events that promote and enhance positive student-athlete experiences, and provide leadership and mentorship to current and prospective SAAC members.

Serve as the Department of Athletics' primary liaison to URI diversity-supporting and diversity-enhancing units and groups, including the Office of Community, Equity and Diversity (CED), the Women's Center, the Gender and Sexuality Center, Multicultural Student Services Center, the International Center, Human Resources, Office of Equal Opportunity, Enterprise Risk Management, Office of General Counsel, and others.

Partner with Student Affairs, Health Services, Psychological Services, and other URI service providers and support centers to ensure holistic physical and mental health and well-being among student-athletes.

Lead annual and periodic assessment and evaluation of diversity, equity, and inclusion efforts within the Department of Athletics. Provide strategic advice and guidance to the Athletic Director concerning department DEI climate.

Participate in crisis management and communication and maintain current knowledge of conflict resolution best practices, department and university policies, and relevant state and federal requirements and laws concerning DEI.

Serve as URI's representative to any applicable conference or NCAA diversity and inclusion councils, committees, initiatives, or other efforts.

Serve as a sport administrator at the directive of the Director of Athletics.

Lead in the development of processes and strategies that promote the recruitment, hiring, retention, job satisfaction, and high work performance of underrepresented and historically-marginalized populations.

Collaborate with URI Foundation and Alumni Engagement to prospect donor support and funding for diversity, equity, and inclusion initiatives in the Department of Athletics.

**OTHER DUTIES AND RESPONSIBILITIES:**

Develop policies, statistical reports, and documents.

Represent the Department of Athletics on University, Division, and other committees, and at University events.

Work evenings and weekends when necessary.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's, or other advanced degree (e.g., J.D., PhD) from an accredited institution in an area relevant to organization leadership, college student development, diversity and inclusion, or a related field; Minimum of five years of direct experience working in collegiate athletics and/or with student-athletes; Demonstrated experience with and/or knowledge of Title IX; Demonstrated work experience creating, promoting, executing, and/or assessing diversity, equity, and inclusion programs and initiatives in a large, complex organization; Demonstrated working knowledge of DEI best practices related to the higher education industry, college students, collegiate student-athletes, and/or employees and coaches; Demonstrated knowledge of student-athlete development and support best practices, recommendations, and suggested guidelines; Demonstrated ability to prepare and present detailed studies and reports, to include quantitative data analysis and the communication of complex concepts and findings; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated facilitation and training experience, to include creating high-quality content and effectively delivering content in individual and group settings; Demonstrated ability to work with diverse groups/populations; and, Demonstrated ability and willingness to work flexible hours, including some nights and weekends.

**PREFERRED:** Demonstrated specialized education, training, and/or professional certification in diversity, equity, and inclusion, or serving historically underrepresented or marginalized populations; Demonstrated experience working in collegiate athletics, including Title IX; Demonstrated experience working in an NCAA Division I athletics department; Demonstrated working knowledge of NCAA, Atlantic 10 (A-10) Conference, and Colonial Athletic Association (CAA) Conference regulations; Demonstrated experience as an NCAA student-athlete; and, Demonstrated experience facilitating difficult conversations and effectively managing and resolving conflict.

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