

# JOB DESCRIPTION



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**Position Title:** Associate Athletic Director

**Department:** Athletics

**Employment Category:** Administrative Staff

**Primary Location:** Douglas Campus

**FLSA Classification:** Exempt

**Parameters:** Full-time; 12 months/year

**Pay Grade:** AS16

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**Position Summary:** The Associate Athletic Director is responsible for assisting the Athletic Director in the planning, directing, and coordinating of the College's intercollegiate athletic program in compliance with laws, regulations, policies, and guidelines established by the College, the Arizona Community College Athletic Conference, and the National Junior College Athletic Association. This position is also responsible for assisting with management of home games, executing successful game-day initiatives and Athletic Department sponsored special events.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Oversees all home game and department special event set up; coordinates travel and develops trip itineraries for all athletic teams and support staff; serves as the point of contact for visiting teams; manages special events in collaboration with the Director of Events/Auxiliary Services

Collaborates with Human Resources to post, interview, hire, supervise and evaluate department student employees to include event staffing and concession employees; oversees concession accounts receivable to include auditing books, tracking and maintaining inventory

Coordinates the purchase of all equipment and supplies for the Athletic Department in conjunction with Procurement Services as required

Oversees the maintenance of department web page and social media presence; composes articles and collaborates with the Marketing Department to promote athletics and special events; plans, organizes and oversees department fund raising events

Assists the Athletic Director with managing the Athletic Department budget; tracks budget expenses

Performs related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

Master's degree from a regionally accredited institution of higher learning recognized by the U.S. Department of Education

Three years' related experience, preferably in a higher education athletic setting

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

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## **Knowledge, Skills and Abilities:**

Knowledge of college operational practices, policies and procedures, and the ability to follow them

Knowledge of NJCAA and the ACCAC conference rules and regulations, and the ability to follow them

Knowledge of the proper operation of and the ability to use personal computers and job related software, including Microsoft Office Suite and other job specific software

Knowledge of student recruitment and outreach techniques

Knowledge of financial budgeting processes

Knowledge of student resources, referrals and services

Skill in the use of word processing, database, presentation, and spreadsheet applications, specifically Microsoft Office applications to produce or compose formal documents, reports, records and schedules;

Skill in listening to issues, synthesizing information, and reaching sound conclusions

Skill in reading and interpreting regulations related to athletic programs and student requirements for participation in various programs

Skill in dealing effectively with upset or anxious students and/or parents

Skill in setting up and maintaining detailed records

Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public

Ability to relate to a diverse population in a professional and helpful manner

Ability to organize and plan fund raising events

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail; work independently in meeting various time deadlines

Ability to work independently while supporting a team effort

Ability to communicate effectively, verbally and in writing, relate in a professional, helpful manner in person and over the phone; relate to a diverse population and to maintain composure when faced with difficult situations

**Work Environment:** Work is primarily performed under the supervision of the Athletic Director.

Incumbent generally performs work in a typical office setting with appropriate climate controls.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate. Travel, early morning, late evening, and weekend work required.

**Light Work:** Exerting up to 40 pounds of force frequently lifting or carrying of objects weighing up to 20 pounds; requires a good deal of walking or standing

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

**Reports to:** Executive Dean of Students/Athletic Director

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.