Saint Michael's College
Job Description

Job Title: Associate Director of Athletics

Department: Athletics

Supervisor or Manager: Director of Athletics

Date Created: 01/05/2005  Last Revised: 01/05/2005  FLSA Status: E

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
• The College’s 21-varsity sport program remains compliant in the areas of NCAA rules and student-athlete eligibility for over 400 students
• The Athletics department’s External Affairs/Sports Information and Athletic Hall of Fame expenses are managed to stay within budget
• With assistance from others, the College’s varsity athletic programs are marketed, promoted, financially supported, and publicized
• The baseball, softball, men’s tennis, women’s tennis, men’s swimming and women’s swimming teams receive direct administrative guidance, scheduling, and support

Essential Duties and Responsibilities:
• Serves as a member of the Athletics Department Administrative Group, attending weekly planning meetings and contributing to decisions related to department policy and implementation
• Actively contributes to the Budget Planning Process for the department
• Attends all Student Affairs Division meetings related to the role of athletic administrator
• Is visible at Athletics department events and programs, as well as College functions
• Successfully completes the NCAA Exam annually
• Supervises and mentors the Sports Information Director, Office Coordinator and Administrative Assistant and submits an annual performance evaluation for them
• Supervises and mentors the two assistant basketball coaches assigned to assist with the NCAA Compliance process, and gives annual performance input to their respective supervisors
• Serves as administrative liaison and supervisor for six varsity sport programs and the Head Coaches of those programs, and is directly responsible for facilitating program needs identified by the Head Coach
• Oversees the scheduling of athletic contests and the recruiting process for sports supervised and signs their contracts
• Attends at least one practice for each program supervised and serves as the primary on-site administrator for all home events of sports supervised
• Coordinates mid-season and end of season evaluation process and annually submits a written performance evaluation for each Head Coach
• Evaluates phone logs and practice schedules for NCAA compliance
• When requested, serves as Chair of the search committee for vacant head coaching positions
• Manages the annual operating budgets for External Affairs/Sports Information, and the Athletic Hall of Fame
• Directs the College’s NCAA Compliance program, which includes managing the annual process for 400+/- student-athletes, serving as systems manager and staff trainer for the Compliance Assistant Internet software/database, coordinating assistance from Admissions, Financial Aid, and Registrar, and educating staff on NCAA rules/regulations
• Writes detailed reports for the NCAA on behalf of the College, related to self-reporting NCAA rules violations, or filing for eligibility waivers on behalf of SMC students
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- Plans, negotiates and maintains corporate sponsorship agreements that generate income and/or budget relief for the College and the athletic program
- Serves as department’s point person in radio and television contract negotiations
- Works with Director of Conferences and Special Events to develop host site opportunities for sports-related special events
- Organizes large-scale special events and championships for the Athletics department
- Coordinates and evaluates all department fundraising proposals, including SuperRaffle, and assists with the development of other sources of revenue
- Works with Institutional Advancement to manage the KnightClub and cultivate prospective donors
- Collaborates with community groups and varsity sport programs to plan and execute game and event promotions
- Serves as the department’s liaison with the College’s offices of Institutional Advancement, Public Relations, Marketing, Alumni Relations, and Admissions
- Acts as Chair of the Athletic Hall of Fame Committee, and performs duties as assigned
- Coordinates the Department’s Block M Dinner celebration, as well as the annual series of award presentations
- Serves on Department and College-wide committees and is visible to members of the College community

Secondary Responsibilities:
- Trains staff when appropriate
- Troubleshoots technology problems
- Is often called into action on special projects by his/her supervisor
- Serves in a contest management capacity if needed

Positions Supervised:
- Sports Information Director
- Office Manager
- Administrative Assistant
- Head Coach (6)
- Assistant Coach (6)
- NCAA Compliance Assistant (2)

Major Contacts:
- Athletics department staff
- Director of Alumni and Parent Relations and key staff
- NCAA Faculty Athletics Representative
- Director for Institutional Research and Communication
- Associate Director of Financial Aid
- SMC’s Archivist
- Director of Purchasing & Auxiliary Services
- Vice President for Student Affairs
- Vice President for Enrollment & Marketing plus Office of Admissions Associate and Assistant Directors
- Vice President of Institutional Advancement and key staff
- SMC varsity student-athletes and their parents (mostly compliance and development issues)
- Athletic administrators at other Northeast-10 Conference schools, other colleges and universities across the country
- Northeast-10 Conference Commissioner and key staff
- NCAA Membership Services and Legislative Services staff
- Business leaders in Chittenden County (for sponsorships and special events)
- Alumni/friends of Saint Michael’s plus fans of SMC athletics at contests, or via phone/e-mail
- Prospective student-athletes and their families (NCAA compliance issues)
- Several high school administrators across the country (compliance issues)
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Demonstrates Excellence:
• “Goes the extra mile”, willing to step in and help out when needed, makes the extra effort to ensure things get done well
• Fosters outstanding relationships within the department that enhance the staff’s ability to work as a team
• Exhibits excellent interpersonal skills and the ability to respond effectively to a wide range of people in a broad range of relationships and situations
• Maintains exceptional faculty, alumni and parent relations, supported by special programs, events or communication that further that development
• Prioritizes work well, operates independently, works efficiently and recognizes what is important to the department
• Understands/supports institutional decisions that are made in the best interest of the College and educates other members of the department on the significance of these decisions
• Sustains high visibility on campus through service on committees, involvement in College-wide events and attendance
• Contributes to the student life team by being a part of the solution with educational programming
• Participates in opportunities for professional development by attending conventions or conferences and/or publishing books/articles in athletics publications
• Serves as an excellent role model and mentor for athletics staff and students
• Shows ability to create enthusiasm for athletics and the College; both within the Saint Michael’s community and in the greater Chittenden County region
• Proves vision of “big picture” with effective long range planning
• Integrates into the community through extensive community service projects and/or service on an organization’s board of directors
• Holds a leadership position on regional or national committees or with organizations pertinent to athletic administration

Education and Work Experience:
• Advanced degree and a minimum of 3 years of experience in athletic administration at the collegiate level
• Successful coaching and/or playing experience in intercollegiate athletics is desirable
• Previous experience or skills in budget management is essential

Analytic Skills:
• The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.

Language and Literacy Skills:
• Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.

Computer/Technology Skills:

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Other:
NCAA CAi internet software

Licenses, Certifications and Other Requirements:
• NCAA Recruiting Certification
Physical Demands:
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Associate Director of Athletics, the employee must occasionally lift and/or move 10-25 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
- Ability to work regular work schedule plus night/weekend responsibilities during the academic year and holidays
- Availability for some day and overnight travel is expected
- Must be able to tolerate exposure to outdoor climate and elements

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.