Job Title:  Senior 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:
- Oversight of all aspects of nine varsity programs/teams is provided
- Full-time varsity head coaches and part-time assistant coaches are supervised
- Equipment room, athletic training room, work-study program, athletic facilities, and ticket management is managed
- Full-time administrative and two part-time Athletics department employees are supervised

Essential Duties and Responsibilities:
- Schedules, directs, monitors, develops and evaluates nine varsity programs during the school year and is present at home contests
- Directs, mentors and evaluates full- and part-time staff members
- Evaluates the functions, practices and efficiency of facilities, to include buildings, specific areas in buildings and outside fields
- Helps Director of Athletics with short and long term planning for department
- Assists Director of Athletics with departmental decisions regarding facilities, equipment, personnel and programs
- Oversees home game management of programs supervised or assigned by the Director of Athletics
- Represents Athletics department interests at all national, regional, conference or local meetings
- Maintains good relationships with student-athletes, within the Athletics department, College and local community

Secondary Responsibilities:
- Serves on department and College-wide committees and is visible to members of the College community
- Assists in the hiring process of new department personnel
- Participates in any departmental student-athlete activities

Positions Supervised:
Full-Time:
- Equipment Room Manager (1)
- Athletic Training Room Staff (1)
- Head Athletic Trainer (1)
- Assistant Athletic Trainer (1)
- Assistant Men’s Ice Hockey Coach/Golf Coach (1)
- Men’s Lacrosse Coach/Work-Study Supervisor/Ticket Manager (1)

Part Time:
- Facilities Director (1)
- Assistant Athletic Trainer (6)
- Varsity Head Coaches (14)
- Assistant Head Coaches

Major Contacts:
- Athletics department staff
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- Faculty and staff
- SMC varsity student-athletes and their parents
- Athletic administrators at other Northeast-10 Conference schools, other colleges and universities across the country
- NCAA staff
- Northeast-10 Conference staff
- ECAC staff
- Alumni/friends of Saint Michael’s College and local community members

**Demonstrates Excellence:**
- Fosters loyalty and outstanding relationships within the department that enhance the staff’s ability to work as a team
- Exhibits excellent interpersonal skills with the ability to listen, communicate and respond effectively to a wide range of people in a broad range of relationships and situations
- Possesses a thorough knowledge of all jobs within the department and the ability to do them if needed
- Makes difficult decisions, resolves conflicts, problem solves and enforces institutional/departmental polices with ease

**Education and Work Experience:**
- Advanced degree and a minimum of 3 years of experience in athletic administration at the collegiate level

**Analytic Skills:**
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

**Language and Literacy Skills:**
- Reads and interprets documents such as operating instructions, procedure manuals, and college policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

**Computer/Technology Skills:**

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<th>Working Knowledge</th>
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**Licenses, Certifications and Other Requirements:**
- Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy
- First Aid
- CPR

**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
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- No or very limited exposure to physical risk

While performing the duties of Senior Associate Director of Athletics, the employee must occasionally lift and/or move up to 10 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 irregular hours and night/weekend responsibilities during the academic year and holidays
- Availability for some day and overnight travel is expected

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.