

## 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:** 8/1/2024

***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 of the Position:**

- Provides oversight of all aspects of approximately seven varsity programs/teams
- Manages administrative personnel and operational areas
- Deposits, orders for equipment and supplies, and other requests for payment for all varsity sports programs promptly and accurately
- Organizes and implements student-athlete events and initiatives

### **Essential Duties and Responsibilities:**

- Contributes significantly to the short and long-term planning for the department
- Assists the Director of Athletics with departmental decisions regarding facilities, equipment, personnel, and programs
- Schedules, directs, monitors, develops, and evaluates approximately seven varsity programs during the school year with a presence at home contests
- Hires, mentors, supervises, and evaluates Head Coaches of specific sports programs and other administrative personnel
- Oversees home game management of programs supervised or assigned by the Director of Athletics
- Schedules event managers, student event support staff, and game operations staff
- Manages the operational budget and oversees select capital projects
- Reconciles all gate receipts, fundraising deposits and monthly purchase card statements while assigning expenses to the proper department
- Supports Head Coaches in the management of their program budgets, including operating, meal money, fundraising, and special gift
- Works with College's Controller on the annual EADA Report and NCAA Membership Financial Report
- Coordinates the nomination process for the institutional nominee for NCAA Woman of the Year
- Assists in grant writing proposals
- Initiates and compiles all end-of-season evaluations for student-athletes
- Manages events and registrations in the ARMS database.
- Oversees the Saint Michael's Summer Camp Program, a comprehensive 8-week-long camp program; manages nine Camp Directors; hires temporary employees as Athletic Trainers and over 100 Camp Counselors; facilitates the onboarding paperwork with human resources; conducts Safe Camper training; manages the camp budget of \$310,000 in registrations; creates registration and staffing reports for insurance agency; and supports Camp Coordinator and Camp Directors with program-specific needs in facilities, scheduling, meals, etc.
- Coordinates with officials' assignors to hire game officials for all home contests. Primary liaison for any schedule changes impacting plans for officials. Co-manages payment of all officials' fees, including vendor registration in Oracle
- Coordinates the First Year Student-Athlete Orientation Program, Purple Knight Leadership Academy, National Student Athlete Day/National College Athlete Honor Society, National Girls & Women in Sport Day, and similar initiatives
- Liaises with RISE and student-athletes to provide diversity, equity, and inclusion programming
- Organizes and executes Title IX Sexual Assault education and awareness programming
- Participates in departmental and campus-wide learning opportunities to further develop awareness, skills, and knowledge in supporting and fostering inclusion and belonging for students and colleagues
- Commits to supporting and collaborating on Title IX and gender equity matters. Advocates and educates important learning and issues for women and men student-athletes, coaches, and staff, including areas of equity, inclusivity, and sensitivity

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**Secondary Responsibilities:**

- Serves on department and College-wide committees and is visible to members of the College community
- Seeks and accepts leadership opportunities in the Northeast-10 Conference and National Collegiate Athletic Association
- Assists in the hiring process of new department personnel
- Participates in the planning and coordination of any departmental student-athlete activities

**Positions Supervised:**

Director of Athletic Internal Operations

Director of Athletic Equipment and Game Operations

Head Coaches of sports supervise

Student employees (approximately 40)

**Position's Major Contacts:**

- Director of Athletics
- Associate Director of Athletics
- Athletics department staff
- SMC faculty, staff, and administrators
- SMC varsity student-athletes and their families
- Athletic administrators at other Northeast-10 and NEWHA Conference schools, other colleges and universities across the country
- Alumni/friends of Saint Michael's College and local community members

**Demonstrates Excellence in this Position:**

- Engages with students and constituents with a high level of inclusivity, equity, and sensitivity
- Displays a commitment to continuous growth and development in supporting students with historically excluded, underrepresented, and minoritized identities
- Maintains outstanding relationships within the department that enhance the staff's ability to work as a team
- Establishes exceptional relationships with team members built on mutual respect and healthy communication
- "Goes the extra mile", is willing to step in and help out as needed; makes the extra effort to ensure things get done well
- Possesses excellent interpersonal skills and the ability to respond effectively to a wide range of people in a broad range of relationships and situations
- Exceptional role model
- Prioritizes job responsibilities well, works quickly and efficiently, and recognizes what is most important to the program
- Operates independently, yet also has the ability to work cooperatively with others

**Education and Work Experience Required:**

- Bachelor's Degree or equivalent combination of education and experience
- 5-10 years of relevant experience

**Computer/Technology Skills Required:**

- Comfortable using a computer for a variety of functions
- Familiarity with Microsoft Office products

**Licenses, Certifications and Other Requirements:**

- Must meet driver's eligibility requirements as stated in the Saint Michael's College *Vehicle Use Policy*

**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

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- 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 up to 20 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 a regular work schedule plus irregular hours and night/weekend responsibilities during the academic year and holidays
- Some daytime and overnight travel are 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.