

Saint Michael's College Job Description

Job Title: Director of Athletic Internal Operations

Department: Athletics

Supervisor or Manager: Associate Director of Athletics

Date Created: 5-20-14

Last Revised: 8/29/24

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:

- Answer inquiries from both internal and external constituents
- Supervise student employees for athletic facility supervision and events
- Oversee the Tarrant Fitness Center
- Manage budget associated with facilities and student employees
- Manage Athletic Capital projects in collaboration with both the Director of Athletics and Facilities
- Maintain and update Athletics department policies and procedures regarding facilities
- Generate a comprehensive end-of-the-year report of Athletic Facilities
- Manage the facility and events in a manner that is consistent with the mission, philosophy, and goals of the institution and department

Essential Duties and Responsibilities:

- Schedules all areas of Athletic Facilities for internal and external usage
- Enforces all policies related to facility use and scheduling
- Orders keys and distributes to Athletics department members
- Hires, trains, schedules, supervises, and evaluates student staff and submission of timecards
- Maintains a current student worker handbook with policies relevant to student workers
- Manages the calendar for facility usage, continually posting updated information through EMS and SharePoint
- Reports facility repair needs to Facilities and processes work orders
- Serves as department liaison to Public Safety, Facilities and Special Events office
- Manages locker room spaces
- Purchases and maintains equipment for our three campus fitness centers
- Assists with Athletics department special events or programs (playoffs, championships, SAAC, NSAO, PKLA, etc)
- Shares role as game administrator for home contests in conjunction with the Director of Game Operations
- Communicates with visiting teams and updates Visitor Guide for assigned sports
- Is a visible, fully integrated member of the College community
- Works cooperatively with department members, with a spirit of collegiality and teamwork
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning while valuing, encouraging, and supporting differences

Positions Supervised:

- Student Employees

Major Contacts:

- Facilities staff
- Athletics department staff
- Residence Life/Student Activities staff
- Public Safety staff
- Students
- Special Events staff
- Registrar's Office staff
- Local High School administrative staff
- Local community: Winooski Recreation, Colchester Recreation, National Guard, Colchester and South Burlington Police, Alumni and Families
- Vendors for fitness centers' equipment purchases and maintenance

Demonstrates Excellence:

- Keeps all schedules up-to-date and maintains accurate records
- Communicates in a positive manner and has exceptional rapport with the athletic staff and students
- Stays within budget and maintains a fiscally responsible approach to handling departmental finances
- Prioritizes work orders and job responsibilities in an efficient and productive manner
- Responds to difficult, unexpected situations swiftly, decisively, and diplomatically

Education and Work Experience:

- Bachelor's degree, Master's degree preferred
- Previous experience with facility management, athletics administration and/or coaching
- Experience in dealing effectively with a wide variety of constituents or background in public relations

Analytic Skills:

- Analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures.

Computer/Technology Skills:

- Familiarity with Microsoft Office products
- EMS (Event management Systems) or some type of scheduling software
- ARMS Software

Licenses, Certifications and Other Requirements:

- CPR
- First Aid
- SMC-qualified Van Certification Instructor

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
- Limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Director of Athletic Internal Operations, the employee is occasionally required to lift and/or move up to 30 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 and flexibility to work nights and weekends regularly
- Ability to tolerate probable exposure to outdoor environment and changing climates
- Capacity for effective written and verbal communication
- Demonstrated skill in organization and interpersonal relations
- High level of personal integrity
- Outstanding work ethic
- Valid Driver's License

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FLSA: Exempt

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.