



**COMMUNITY COLLEGE
OF RHODE ISLAND**

Office of Human Resources

POSITION DESCRIPTION

TITLE: Associate Director of Athletics / Student Life

LOCATION: Athletics Department

REPORTS TO: Director of Athletics/Physical Education/Recreation

GRADE: CCRIPSA 15

WORK SCHEDULE: Non standard, 35 hours per week; evening and weekend additional hours required

SUPERVISES: Faculty, professional, support and clerical staff

BASIC FUNCTION:

To be responsible, under the direction of the Director of Athletics/Physical Education/Recreation and Associate Vice President for Student services for the day to day administration of all athletic programs, services, and facilities. To assist in the coordination of all Student Life activities with the goal of improving retention and academic success of all students who attend the college.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with all areas of Student Affairs to enhance student life, retention of students and student success.

Serve as a liaison with areas of student services and student life to provide direct support services that enhance student success.

Assist all other areas of Student Affairs to plan and administer assessments of student success, satisfaction and learning related to the total college experience.

Work with Public Relations to enhance community, institutional and college awareness of all student life and athletic programming.

Represent CCRRI with secondary school systems, local and regional college and universities, state agencies and community organizations.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

As the department's chief fundraising officer, represent the department on the CCRI Capital Campaign Committee to assist in the capital fundraising campaign for athletics, securing major gifts, and improve the annual giving campaign.

Create awareness for support services for student-athletes regarding AOD, physical and/or sexual abuse and appreciation of difference.

Has direct oversight of department initiatives involving fundraising, major gift development, annual giving, corporate sponsorships, marketing, promotions and ticket operations as well as participating in other College related fund raising efforts.

Oversee game management planning and operations to maximize awareness, attendance at event and presentation of events.

Supervise the sports information staff that coordinates media coverage of CCRI Athletics, direct sports information and media relations services for all college teams.

Ensure the proper and active participation in NJCAA programs and organization.

Assist the Director on the development of Athletic Department budgets for all programs and facilities,

Supervise payrolls, purchases and inventory control.

Oversee athletic camp planning and fiscal accountability.

Develop master schedule of events travel, tournaments, officials and facilities.

Administer the athletic public service and recreational programs.

Plan and implement the instructional, intramural and recreational aquatic programs for the college community, special groups and general public.

LICENSES, TOOLS & EQUIPMENT:

Broad range of athletic equipment and aquatic equipment; related computer software and office equipment. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

May be required to travel and/or work outside in inclement weather.

QUALIFICATIONS:

Master's degree required. Academic Major should be Physical Education, Sports Administration or related field. A broad background in intercollegiate athletics, athletic administration and student life programming preferred. Excellent oral and written communication skills are essential. Public relations and organizational skills required.

CCRI is an Equal Opportunity / Diversity Employer.

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period.

TTY: (401) 825-2313.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.

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