



## RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA  
Date created or revised: 9/19/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Associate Athletic Director  
Status: 35 hours/week (non-standard work week. Calendar year appointment)  
Union Affiliation: PSA @ RIC (Professional Staff Association)  
Grade: 14  
Reports To: Director of Intercollegiate Athletics, and Recreation

### **PRIMARY PURPOSE:**

To provide overall direction, supervision and management of the internal functions for the intercollegiate athletic program, to serve as a senior administrator in the Intercollegiate Athletic Program's to provide day to day oversight to the recreation center, and club sports. Act as department head in the Director's absence.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions:

- Serve as a senior administrator in the Intercollegiate Athletic Programs and supervise, monitor, evaluate and be responsible for all facets of compliance and eligibility as it relates to institutional, NCAA and conference rules.
- Represent the college at mandatory compliance certification seminars.
- Responsible for all student-athlete support programming including but not limited to study hall, registration, life skills, community service initiatives, retention activities, etc.
- Assist in the completion of all federal and NCAA EADA reports relative to gender equity. Serve as deputy Title IX coordinator for Athletics Compliance and Title IX Athletics gender equity compliance efforts, as well as investigating, tracking and monitoring complaints, identifying and facilitating remedies and/or interim measures.
- Responsible for the development and implementation of a sustainable recruiting model that supports success, a positive student-athlete experience, and the college's enrollment management goals.
- Conduct training sessions to educate the staff on the rules and regulations governing their sports and assist in the annual evaluations of coaches.
- Develop, implement, conduct and monitor in association with other institutional departments (i.e. Financial Aid, Resident Life, Admissions, etc.), a plan that will enhance the academic success of all student-athletes and report to the Director and coaches on a regular basis.
- Assist in facility management and be responsible for athletic contest operations.
- Responsible for the day to day management of department sponsored sports camp and clinics.
- Supervise students and manage student payroll functions.
- Supervise, monitor and evaluate on a daily basis the sports medicine operation and its personnel.
- Oversee student centered marketing activities.
- Assist in the development and maintenance of a departmental manual on rules, regulations and policies.

- Provide direct oversight and be responsible for the professional development and management of club sports.
- Provide direct oversight for and be responsible for the recreation center, its staff and programs.
- Supervise the Assistant Athletic Director for Sports Medicine and the Assistant Athletic Director, Recreation and Intramurals.

Occasional Job Functions:

- Represent the Department at conferences and professional meetings when appropriate.
- Perform other related duties and responsibilities as assigned by the Director.
- In the Director's absence, assume full responsibility for the day-to-day operation of the intercollegiate athletic and recreation programs.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Master's Degree in Sports Administration, Physical Education or related field.

Experience:

At least four years of experience gained by working in an intercollegiate setting in a managerial capacity and NCAA compliance.

Skills, Knowledge and Abilities:

- Good interpersonal and communication skills (written and oral).
- Ability to work with a diversified population.
- Computer knowledge.
- Knowledge of Title IX and the NCAA rules, regulations and philosophies.

**PREFERRED:**

- Experience in coaching at the intercollegiate or interscholastic level.
- Bilingual in English / Spanish (fluent in speaking and writing).

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

*The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.*

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*