

## **JOB FAMILY CONCEPT**

This family consists of three levels of athletics administration. Levels are distinguished based on type and complexity of work, degree of supervision received, and the level of autonomy. Positions in this family provide athletic program administration for intercollegiate student-athlete programs. This job family is distinguished from other athletic families by directing and administering intercollegiate athletic programs or supporting key athletic functions including operations, game management and compliance. It is distinguished from Administrative job families by the requirement of professional preparation in athletics rather than clerical, financial or other administrative fields.

Athletics administration positions support a variety of areas such as:

- Internal and external affairs
- Program oversight and administration
- Program compliance
- Strategic and long-range planning
- Analysis and interpretation of rules and regulations
- Staff supervision

## **TYPICAL FUNCTIONS**

***The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.***

- Coordinate, schedule and manage program events, tournaments and programs
- Manage promotion and marketing of events, team and clubs
- Serve as liaison with internal and external stakeholders
- Interpret, apply and enforce rules, regulations, policies and procedures
- Monitor and ensure compliance of student-athlete recruitment activities, student eligibility, and academic performance
- Administer and enforce NCAA compliance for all sports programs
- Coordinate counseling, advising and tutorial services for students
- Assist in meeting department goals and objectives
- Manage and report financial aid and scholarship offers
- Coordinate outreach programs
- Maintain and disseminate information to internal and external community
- Administer fundraising, advertising, merchandising and licensing activities
- Solicit corporate sponsorships and negotiate contracts
- Assist in short, long-range and strategic planning
- Develop policies
- Act on behalf of executive management

## ATHLETICS - ADMINISTRATOR

Job Classification

Adopted: July 22, 2007

Revised: July 1, 2009

- Supervise staff

### LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, the scope, complexity, and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

#### Level 1

PCLS: 06401

Grade 78

Exempt

#### ***Descriptors***

Work is performed under administrative supervision. Responsible for an important component of a comprehensive athletics program that is limited in complexity\* AND scope\*. Plan and perform the administration of program activities. Act as an information specialist and respond to requests for information. Involved in the day to day activities of the program and performs professional duties related to the program. Lead\*\* staff. May assist with promotional activities and have fiscal responsibility.

#### ***Knowledge, Skills, and Abilities***

Knowledge of sports. Knowledge of NCAA and conference rules and regulations. Knowledge of athletics program and contract administration. Knowledge of marketing and advertising principles. Program/project management skills. Fiscal skills. Ability to interpret and apply rules and regulations. Ability to recommend process improvements. Strong ability to formulate response to inquiries. Ability to lead\*\*.

#### ***Education and Experience***

Bachelor's degree in related field and two years experience, or an equivalent combination of training and experience.

#### Level 2

PCLS: 06402

Grade 79

Exempt

#### ***Descriptors***

Work is performed under general direction. Responsible for a specialized athletics program that is moderate in complexity\* AND scope\* (e.g. compliance). Interpret, direct and enforce UA, NCAA rules, policies and regulations. Monitor recruiting activities and verify eligibility of student-athletes. Perform outreach activities to athletes, coaches and staff. Monitor aches n1demimS(kTo[srulation-1.15 TD

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***Knowledge, Skills, and Abilities***

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\* **Complexity:**