ASSOCIATE DIRECTOR OF INTERCOLLEGIATE ATHLETICS

GENERAL STATEMENT:
Supervise, coordinate and promote all intercollegiate athletic programs and events to insure they are conducted in a manner consistent with the philosophy and mission of the College.

REPORTS TO:
President and Director of Intercollegiate Athletics

OCCUPATIONAL GROUP:
Administration

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:
Master's degree preferred

LICENSE OR CERTIFICATION:
None

EXPERIENCE:
Five (5) years' work experience in the management of athletics which may include coaching experience is preferred.

OTHER:
The employee will be required to complete an annual NJCAA Compliance Exam and fully comply with NJCAA rules and regulations.

DUTIES AND RESPONSIBILITIES:

- Schedule use of Cardinal Gym (i.e. games, camps, high school playoffs, practices, etc…).
- Supervise and sign athletic department vehicle requests and scheduling.
- Supervise athletic department team travel (i.e., shuttles, cars, hotels, etc…).
- Assist with coordinating Hall of Fame selection committee and event functions.
- Supervise general appearance of on campus athletic facilities.
- Coordinate use of the Cain Center facilities if necessary.
- Ensure Volleyball, Women's Basketball and Men's Basketball pre-game music is appropriate.
- Be a contact person with NJCAA for rules interpretations and questions.
- Coordinate Cardinal Pride Luncheons in the fall.
- Coordinate game events for fall sports.
- Supervise and administer drug testing for student-athletes in the fall.
- Other duties as assigned by the president.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

_____   _____

Employee's Signature   *Date*

_____   _____

Supervisor's Signature   *Date*

All TVCC positions are security sensitive and require a criminal background check.

Approved: 8/8/12   Revised: 11/11/2015

JD528