COLLEGE DIRECTOR OF INTERCOLLEGIATE ATHLETICS

Position Description

The College Director of Intercollegiate Athletics reports to the Vice President for Student Affairs and has the following responsibilities:

1. Provide overall leadership and direction for the intercollegiate athletic program on all three campuses.

2. Coordinate the development and implementation of college systems, policies, and procedures for the athletics area.

3. Monitor compliance with all national, regional, and college rules and regulations regarding the athletics program.

4. Certify student athletic eligibility in accordance with National Junior College Athletic Association and SCCC regulations.

5. Work closely with the appropriate personnel on all three campuses (e.g., Deans of Student Services, Executive Deans, Physical Education faculty, etc.) to promote an integrated, college-wide athletics program and a comprehensive program of intramurals.

6. Coordinate the hiring, supervision, and evaluation of all coaches and athletics staff.

7. Coordinate the preparation and administration of the athletics budget.

8. Serve as the College's official representative at Region XV meetings, professional conferences, etc.

9. Oversee the scheduling of athletic events, including arrangements for officials, transportation, and appropriate support staffing.

10. Maintain active communication with all campus and college offices in order to promote the integration of athletics into the broader educational mission of the college.

11. Work closely with the appropriate campus personnel to insure the maintenance and proper utilization of all athletic facilities.

12. Work closely with the Vice President for Marketing and Public Affairs to plan and implement effective public relations, marketing, and community relations activities.

13. Develop and maintain effective relationships with all local school districts, the broader educational community, and other appropriate organizations and agencies.

14. Other related responsibilities as assigned by the Vice President for Student Affairs.

February 21, 2001