



POSITION DESCRIPTION

TITLE: Assistant Director, Athletics
FLSA STATUS: Non-Exempt

CATEGORY: Professional
GRADE: C

JOB SUMMARY: Responsible for the promotion and execution of intercollegiate athletic events and maintaining current and developing new athletic programs.

ESSENTIAL FUNCTIONS:

YEARLY PERCENT OF TIME

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| 1. Coordinate the National Junior College Athletic Association (NJCAA) National Letter of Intent and Scholarship Agreement process and Annual Athletic Orientation Programs. Attend, and serve as a liaison in the absence of the director, Western Junior College Athletic Association Conference (WJCAC). | 20% |
| 2. Act as Game Day supervisor for athletic events; plan, organize, and coordinate events accordingly; serve as point of contact for Physical Plant, EPCC Police Department and any concessions personnel; act as game announcer when needed and maintain game statistics. | 20% |
| 3. Stay abreast and comply with applicable National Junior Collegiate Athletic Association (NJCAA) and Western Junior College Athletic Conference (WJCAC) and University Interscholastic League (UIL) regulations; interpret and advise coaches and staff members on rules & regulations, and District policies and procedures that pertain to game operations. | 20% |
| 4. Advise and provide students with degree plans that meet their short-term as well as long-term educational and career objectives and assist them in developing their class schedules. | 20% |
| 5. Assist in the day-to-day operations including securing trade-outs, budgetary process, and team travel. | 10% |
| 6. Participate in and develop new programs in support of intercollegiate athletics and student athletes. | 5% |
| 7. Perform other duties as assigned. In-person work on campus is an essential function of this position. | 5% |

SUPERVISORY RESPONSIBILITIES: None

BUDGET RESPONSIBILITIES: None

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree.

EXPERIENCE: Three (3) years of related experience.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities:**
 - Effective communication, written and verbal, and interpersonal skills;
 - Ability to effectively manage multiple tasks simultaneously;
 - Ability to think and work creatively;
 - Exceptional customer relations skills required;
 - Experience leading personnel;
 - Ability to establish and maintain effective working relationships with all levels of the institution to include the public.
2. **Equipment Used:** Personal Computer and other equipment associated with an office environment.
3. **Software Used:** A variety of spreadsheet, word-processing, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands handle; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to taste or smell. The employee must regularly lift and move up to 25 pounds, frequently lift or move up to 50 pounds and occasionally lift and move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

Job is performed in general office or comparable working area with many and frequent distractions such as noise, interruptions, or congested work areas with exposure to some disagreeable elements.

POSITION TITLE:	Assistant Director, Athletics
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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)			X	
Work near moving mechanical parts				X
Work in high, precarious places		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions				X
Extreme cold(non-weather)				X
Extreme hot (non-weather)				X
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*