

ASSISTANT ATHLETIC DIRECTOR

***pending board approval**

Classification: Full-time, 12 month Employee Pay

Status: Management Support, Exempt

Full fringe benefits per Board Policy Starting
Salary \$45,000-\$55,000

Purpose of position: This position provides comprehensive support and performs a wide range of administrative duties, along with sports information services, and compliance for the college. The role operates under the general supervision of the Athletic Director.

Essential Functions:

- Provide premiere quality service to all constituencies of the College.
- Under the supervision of the Director, manages and governs the day-to-day duties of the Department of Athletics' operations
- Help maintain compliance within the bylaws and standards of the National Junior College Athletic Association (NJCAA) and Kansas Jayhawk Community College Conference (KJCCC).
- Oversee and organize game management workers :
 - Create and issue supplemental contracts as needed.
- Assist with game management duties :
 - Live Stream
 - Instant Replay
 - Stats
 - Security
 - Event Operations
- Oversee Panther Club organization and communication.
- Coordinate all official assignments through RefQuest.
- Oversee Sports Information (SID) responsibilities.
 - Presto
 - Positing Stories
 - Uploading stats
 - Uploading Rosters
 - Athletic Social Media
 - Athletic Web page
- Assist the Athletic Director with calendar and scheduling aspects of the athletic department.
- Assist Athletic Director with NJCAA Compliance.
 - Eligibility Audits
 - Letters of Intent
 - Grade Reports
- Maintain confidential files on students, faculty, coaches, and staff as required.
- Maintain intercollegiate athletic agreements for all coaches as set forth by NJCAA and KJCCC.
- Supervise student workers.
- Serve on assigned committees and represent the Director in meetings/events and oversee operations when needed.
- Oversee contract agreements.

- Perform other miscellaneous duties as assigned by the Athletic Director.

Required Knowledge, Skills and Abilities

- Excellent interpersonal skills, above average communication skills, ability to work effectively with all levels of employees. Ability to project a positive and professional image to students and employees.
- Ability to appropriately exercise independent initiative and judgment.
- Sensitivity to, and awareness of, confidential materials.
- Ability to learn and complete routine maintenance tasks.
- Extensive knowledge of personal computer applications and hardware would be helpful.

Education and Experience

- Bachelor's degree in related field preferred; **AND** 2 years of work experience required, in area of responsibilities of position.
- Other education and experience will be considered.
- Valid driver's license required, with the ability to be insured by the institution's insurance carriers.

Working Conditions

- Normal office working environment.
- Ability to sit in an office chair and/or use of a stationary desk for the majority of the workday while operating a computer and associated equipment is required.
- The employee is required to walk extensively, sit, stand, talk and hear.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Ability to occasionally lift and transport items weighing 10-20 pounds is required.
- Some overtime may be required, as well as some flexibility in occasionally early or late hours and travel.
- Ability to lawfully operate and/or drive a motor vehicle during the course of employment is required.

Background and Motor Vehicle/Driving Record Checks

"All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment."

Application

Please submit a letter of application, resume with names and phone numbers of five references, unofficial transcripts, and employment application to: Human Resources Director, Assistant Director of Athletics, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at <http://www.neosho.edu/careers>. Review of applications begins upon receipt.

NCCC is an EOE

Non-Discrimination The current non-discrimination policy can be found at:
<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>