



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



- 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 academic performance of athletes and perform advisory role. Coordinate counseling and tutorial services. Manage and report financial aid and scholarship offers. Assist in the development of department goals and objectives, and participate in the long-range and strategic planning. Supervise** staff. This level is distinguished from level 1 by acting as an expert resource and participation in department planning.



Knowledge, Skills, and Abilities

Same as level one, plus: Expert knowledge and ability to interpret and apply NCAA and conference rules, regulations and guidelines. Advanced knowledge of athletics administration. Knowledge of NCAA structure. Knowledge of financial aid, scholarship and student development programs and theories. Knowledge of strategic, short and long range planning processes. Advanced fiscal skills. Ability to comprehend and apply university policies and procedures as they relate to students. Ability to supervise**.

Education and Experience

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

Level 3

PCLS: 06403

**Grade 81
Exempt**

Descriptors

Work is performed under long-range administrative direction. Responsible for multiple components of specialized athletics programs that are large in complexity* AND scope*. Respond to requests for information from internal and external constituencies. Create reports for use in executive level meetings. Negotiate partnerships, agreements and contracts with external organizations, sponsors and agencies. Manage business opportunities and corporate partnerships. Manage marketing, promotion, and fundraising initiatives and activities. Oversee the planning, execution, and management of all athletic events. Recommend and participate in new program development. Develop processes and participate in the long-range and strategic planning process. Act as a sounding board for unit executive management, and provide advice on industry trends and best practices. Act on behalf of executive management in their absence. Supervise** staff. This level is distinguished from lower levels by the increased responsibility to oversee and manage athletic programs and authority to act on executive's behalf.

Knowledge, Skills, and Abilities

Same as level two, plus: Expert knowledge of marketing and advertising principles. Expert knowledge of athletics administration. Advanced knowledge and understanding of multiple sports programs. Advanced knowledge of marketing, advertising and fundraising principles. Advanced program, project and facilities management skills. Advanced budgeting and fiscal skills. Ability to develop and initiate sound recommendations to executive management. Ability to create and implement effective long range and strategic plans. Ability to develop and recommend programs/projects.

Education and Experience

Master's degree in related field and three years progressively responsible experience, or an equivalent combination of training and experience.



- * **Complexity:** Refers to the diversity of rules and regulations (e.g. federal, state, university, conference, NCAA, FERPA rules and regulations, national and international governing bodies). Complex positions typically have to interpret, apply and comply with the most scrutinized and difficult rules and regulations. Complexity increases as the application, interpretation and frequency of working with these rules and regulations increases.
- * **Scope:** Refers to the size of the athletic programs, or the impact that the athletic programs may have on a school. Positions with large scope typically manage multiple aspects of an athletics department including multiple athletic teams and programs.
- ** **Lead:** Provide day-to-day guidance, training, and direction for staff in addition to other duties. Regularly assign and review work. Fluent in assigned area of responsibility.
- ** **Supervise:** Hire, train, evaluate performance, and initiate corrective action.

[July 2009 revisions included formatting document for consistency.]