



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/20/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Assistant Director of Intercollegiate Athletics – External Affairs
Status: Full-time, Calendar Year Appointment
Affiliation: PSA@RIC
Grade: 12
Reports to: Director of Intercollegiate Athletics, Intramurals and Recreation

PRIMARY PURPOSE:

This individual manages the external operations for the Department of Intercollegiate Athletics. This includes all intercollegiate scheduling, contracting and officiating and is responsible for the day-to-day supervision of all fundraising activities. He/she oversees the recruiting functions of the Department including the development and implementation of a recruiting plan and regularly meets with the coaching staff to evaluate recruiting activities. May coach a sport as assigned by the Director.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Manage all intercollegiate scheduling, contracting and officiating in conjunction with the Office of Media Relations and Promotions.
- Plan, coordinate and be accountable for all team travel.
- Assist in the planning, implementation, and supervision of all sports' camps.
- Be responsible for the day-to-day supervision of all fundraising activities.
- Coordinate with the office of media relations and promotions, a marketing program for the Department.
- Act as a liaison with alumni and booster organizations.
- Oversee the recruiting functions of the Department to include the development and implementation of a recruiting plan and regular meetings with the coaching staff to evaluate recruiting activities.
- Oversee specific sports as assigned by the Director.

Occasional Job Functions:

Perform other related duties and responsibilities as assigned by the Director.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree in Sports Administration, Physical Education, or related field.

Experience:

Minimum three years' successful experience at the intercollegiate or interscholastic level in athletic administration.

Skills, Knowledge, and Abilities:

- Must have excellent communication skills (both written and oral).
- Must have the ability to interact with a diversified group of constituents.
- Knowledge of the NCAA; its rules, regulations and philosophies.

PREFERRED:

- Additional experience gained as an intercollegiate coach or student-athlete.
- Bilingual in English / Spanish (fluent in speaking and writing)

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.