



**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: PSA Date created or revised: 9/8/2022 Exempt/Non-Exempt Status: Exempt Responsible individual: Yes Campus Security Authority: No
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Title: Assistant Athletic Director for Athletic and Recreational Facilities  
Status: Full-time, Calendar Year Appointment  
Grade: 10  
Union Affiliation: PSA @ RIC (Professional Staff Association))  
Reports to: Associate Director of Intercollegiate Athletics, and Recreation

**PRIMARY PURPOSE:**

This individual is responsible for the management, scheduling, set-up, security, and maintenance of the College's intercollegiate athletic and recreation facilities.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Essential Job Functions:

- Maintain a master schedule for all departmental facilities.
- Coordinate and assist in the management of playing fields and facilities to accommodate both institutional and community activities including set-up, staffing, etc.
- Responsible for all intercollegiate contest management functions (i.e., set-up, tear down, ticket sales, etc.).
- Coordinate all work orders with the College's Physical Plant and outside vendors to ensure that work is completed in an expeditious manner.
- Implement a plan to insure the maintenance and safety of all Departmental facilities (to include ongoing inspections).
- Assist the Director in the preparation of purchasing information as it relates to facilities.
- Responsible for the maintenance and upkeep of athletic/recreational facility equipment (i.e., scoreboards, goal posts, bleachers, fencing, etc.).
- Ensure that facility rules, regulations, and hours of operation are properly communicated.
- Responsible for the care and maintenance of the College's tennis, baseball, softball, soccer, and outdoor track facilities.
- Responsible for oversight of facilities as it relates to club sport programming (i.e., practices, contests, etc.).
- Perform related duties and responsibilities as assigned by the Associate Director.
- Assist in departmental fundraising activities.

Occasional Job Functions:

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

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Bachelor's Degree.

Experience:

A minimum of five years of progressive experience in the management and maintenance of athletic/recreational facilities at the intercollegiate level.

Skills, Knowledge and Abilities:

- Good interpersonal skills and the ability to interact with a diverse group of constituents.
- Knowledge about the specific maintenance requirements of athletic facilities and fields gained by attendance at appropriate seminars.
- Excellent communication skills (both written and oral).
- Knowledge of the NCAA and its rules, regulations and philosophies; with specific knowledge as it relates to facilities.

**PREFERRED:**

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 inclusion and 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.*