



## RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA  
Date created or revised: 11/10/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Assistant to the Director of Intercollegiate Athletics and Recreation / Executive Director of the Anchor Fund  
Status: Non-Standard Work Week, Calendar Year Appointment (Nights and weekends required)  
Grade: 10  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Director of Intercollegiate Athletics and Recreation / Executive Director of the Anchor Fund

### **PRIMARY PURPOSE:**

To support the Director of Intercollegiate Athletics, Intramurals, and Recreation in the planning, development, implementation, coordination and supervision of programs, and activities that are athletic and recreational in nature with special emphasis on student and student-athlete programming.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions:

- Assist in the supervision and programming of the Department's student-athlete support services with ongoing emphasis on student-athlete success and retention (i.e., academic support and counseling, registration, prepare statistical reports, monitor enrollment, etc.).
- Assist in the overall and safe management of the Recreation Center with specific emphasis on the membership operation including the computation of relevant data (i.e., program attendance, etc.) and the support of ongoing fiscal controls.
- Assist in the overall and safe management of the Department's motor pool and transportation operation.
- Assist and support special community, and campus-based programming (i.e., CHOICES, community service projects, marketing events, summer camps, etc.).
- Assist in departmental fundraising activities with special emphasis in the upgrading and upkeep delivery of an email, web-based, delivery system.
- Assist in the delivery of services (i.e., prepare purchasing reports, etc.), as well as the maintenance of inventory of the Department's equipment operation.
- Assist in contest management to insure a safe, friendly, and professional environment for users and patrons, manage and program in-house ticket production system (i.e., ticket sales, support facility oversight, etc.).
- Provide oversight with NCAA mandated Student-Athlete Advisory Committee coordinating their activities and meetings.
- Assist in the management with, and provide ongoing oversight for, the school and clinic program aimed at community outreach and fundraising.
- Provide daily oversight and be accountable for all completed intercollegiate team travel including reconciliation forms and roster accountability.

- Assist in the 24/7 management of athletic recreation facilities.
- Supervision of marketing and promotions' intern with emphasis directed on on-going student attendance, loyalty rewards program and fan engagement.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director of Intercollegiate Athletics, Intramurals, and Recreation.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Bachelor's degree.

Experience:

At least four years' experience gained by working in a college or university environment.

Skills, Knowledge and Abilities:

- Good interpersonal and communication skills (written and oral).
- Ability to work with a diversified population.
- Strong knowledge and ability with computers and web-based programs.

**PREFERRED:**

Master's Degree in physical education, recreation, sports administration, or related field.

**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.*