



Monroe Community College, a member of the League for Innovation in the Community College, invites applications for the following full-time position:

**DIRECTOR
ATHLETICS**

Function of Position:

Directs the activities of a multi-faceted athletic, intramural and recreation department serving a diverse population of students, faculty and staff, as well as community members. Responsible for the daily operational aspects including departmental supervision and the development, coordination, implementation and administration of policies, programs, fundraising and projects. Provides supervision for the department's staff. This is a full-time position reporting to the Vice President of Student Services with evening and weekend obligations.

Examples of Duties & Responsibilities:

- Administers the Athletic Department and associated athletic teams.
- Recruits, selects, supervises and evaluates coaches, assistant coaches and departmental professional and clerical staff of the College and the MCC Association, Inc.
- Develops and administers the Athletic Department budgets of the College and the MCC Association, Inc. and ensures compliance with budget policies and procedures.
- Develops and implements significant fundraising activities to generate revenue for the Athletic Department and the Athletic Excellence Program.
- Ensures compliance of student athletes with the eligibility requirements of the National Junior College Athletics Association (NJCAA), the Conduct Regulations of the College and the principles of good sportsmanship.
- Collaborates with the College Facilities Department to manage the Athletic Department's facilities.
- Supervises the Sports Information Director to market and promote the department.
- Supervises the Academic Advisor of Student Athletes in the development and implementation of advisement and orientation services and programs.
- Supervises the athletic trainers to provide a comprehensive program of prevention and rehabilitation for student athletes.
- Supervises the Intramural and Recreation Activities supervisor to provide a comprehensive program that meets the needs of faculty, staff and students not involved in College athletics.
- Collaborates with the Health Services Department to maintain a health maintenance program for athletes.
- Works collaboratively with the Chairperson of the Health and Physical Education Department to schedule facility usage and summer sports camp programs.
- Supervises the Mavericks Swim Club.
- Carries out other duties and responsibilities assigned by the Office of the Vice President, Student Services.

Required Qualifications:

- Bachelor's Degree in a related curriculum such as Health, Physical Education, Sports Management, Exercise Physiology and a minimum of five years experience in the administration of a college athletic, intramural and recreation program.
- Ability to lead a professional staff in a comprehensive organization.
- Experience working in a diverse and inclusive environment.

Preferred Qualifications:

- Master's Degree, coaching experience at the collegiate level, understanding of NJCAA rules and regulations and Title IX compliance.

Monroe Community College is a unit of the State University of New York. It is the policy of the University and this College not to discriminate on the basis of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status or domestic violence victim status in admissions, employment, and treatment of students and employees in any educational program or activity administered by any of its units. To review special instructions and apply, please visit: <https://jobs.monroecc.edu>. Please submit all requested documents by March 1, 2010. #0600576