



Job Description

Job Title: College Athletic Program Coordinator

JTC: CT5

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Coordinates alongside the College Athletic Director and/or College Vice President the overall direction of an athletic team/s within the college intercollegiate athletic program, including program planning, promotion, operation, budget development and evaluation working within the rules, guidelines and philosophy of the metro Athletic Conference and National Junior College Athletic Association, Division III.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must have knowledge about athletics programs and activities. Able to schedule a number of activities, meetings, and events; often gather, collate, and classify data; and consider a number of factors when using equipment.

Ability to utilize computer technology to access data, maintains records, generate reports and communicate with others. Able to develop programming budgets for appropriate review and provide recommendations for enhancements and accountability.

Ability is also required to work with a diversity of individuals and groups. Able to monitor athletic programs and program participants. Must be able to adhere to general and program specific safety policies and assist with the communication and enforcement of safety practices.

Able to establish and evaluate program and program guidelines for athletic programs and participants. Demonstrate an ability to coordinate assign programs and departmental responsibilities for the purpose of achieving organizational objectives.

Oral and written communication skills in order to support interaction with individuals from varying backgrounds. Strong knowledge and experience providing effective customer service. Excellent interpersonal skills and the ability to create strong professional relationships with colleagues, staff and clients.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree plus three (3) years of experience in a collegiate environment including supervision. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. workday during heavy registration peak times. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for maintaining attendance records and statistical information related to retention rates of student athletes. Coordinates with Public Information for press releases, feature articles, photo requests, and other marketing practices to promote collegiate athletics. Coordinates various athletic related activities to attract and promote college services.

Assists in the development and monitoring of budget allocation to the team/s, including the requisition of equipment, supplies, and uniforms with inventory of same. Prepares and generates reports, proposals, and recommendations related to recruitment, retention, and long-range planning for the area.

Coordinates with coaches, the Metro Athletic Conference (MAC), and the National Junior College Athletic Association (NJCAA) to schedule intercollegiate sporting events competition, oversees the maintenance of schedules. Works with coaches to design and implement student development activities and assists in assuring compliance; organize and facilitate the student athlete orientation, organize and staff student athlete physicals yearly, and advise all female student athletes.

Assists in the monitoring and control of expenditures in conjunction with business services. Coordinates monthly staff meetings; facilitates quarterly Athletic Advisory Committee meetings; attend Metro Athletic Conference council meetings. Works with the surrounding community to encourage use of campus facilities. May supervise, train and evaluate assigned staff, including coaches, and/or volunteers.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.