

# Southeastern Illinois College

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## **Athletic Operations Coordinator**

(Full-time position)

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DIVISION: Athletics  
LOCATION: Main Campus  
REPORTS: Executive Dean of Student Services  
BOARD APPROVED: May 2022 / May 9, 2011

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**POSITION SUMMARY:** The Athletic Complex Coordinator provides positive leadership and coordination for all aspects of the Athletics and Fitness Programs. Additionally, the Coordinator oversees the daily scheduling and all operational aspects of the Fitness Center. The Coordinator is also responsible for the oversight of athletic fundraising.

### **ESSENTIAL RESPONSIBILITIES:**

#### 1. PROMOTIONS AND ATHLETIC FACILITIES SUPERVISION

- Oversee athletic teams promotions and serve as media relations liaison.
- Schedule, plan, organize and conduct the activities of the Athletic Department in a timely manner. Meet with other Athletic Department staff regularly for needed planning.
- Notify the Marketing Department, Environmental Services, Events Coordinator and stakeholders of detailed events in a timely manner. Copy the Executive Dean of Student Services on all major correspondence concerning notification of events, requests for assistance, etc. Ensure proper communication with all coaches concerning events and activities.
- Attend athletic activities as possible. Assist to make sure all workstations are manned (e.g., concessions, etc.) as needed.
- Develop and implement strategies to build attendance at events. Crowd building at major athletic events may include special half-time entertainment, receptions, food, community nights, fundraisers, etc.
- Maintain the SIC athletic website and social media, including the posting of all upcoming events for all sports. Update information in a timely manner, removing old information and posting new information.
- Work with other College departments to schedule, plan, organize and conduct the non-athletic activities and special events held in the gymnasium and/or baseball/softball fields in a timely manner. Notify all coaches well in advance (at least a month) when their facility is going to be used by an outside entity. Work with coaches to identify alternative practice facilities, if necessary.
- Oversee athletic facilities.
- Develop credit bearing intramural programs.
- Create master athletic teams calendar.

## 2. COMPLIANCE

- In compliance with the official guidelines and the College's purchasing guidelines, work with the athletic director and each coach to ensure that all housing and meal contracts are properly established as per each athlete's Letter of Intent, and paid within the stated fiscal year.
- Represent the College at conference and regional meetings in a professional manner.
- Ensure compliance of the College's athletic programs with official rules. Immediately notify the Executive Dean of Student Services of concerns with any sports compliance status.
- In compliance with official guidelines and the College's Student Standards of Conduct, ensure that all student athlete discipline problems are handled appropriately according to policies. Make the Executive Dean of Student Services aware of all athletic disciplinary problems and issues immediately.
- Ensure that the College's athletic programs comply with Title IX requirements. Notify the Executive Dean of Student Services immediately of any concerns with compliance issues.
- One month prior to the beginning of each sport's season, an internal Eligibility Audit will be conducted using the checklist provided in the NJCAA Manual. The Athletic Director will work with the College Registrar and the individual coaches and athletic department staff to complete the audit checklist, and review the completed audit documentation with the Executive Dean of Student Services. This will be done to ensure SIC's compliance to the administration.

## 3. FITNESS CENTER

- Oversee Fitness Center staff, this includes staff and student workers.
- Make sure the Fitness Center is staffed during open hours.
- Make sure appropriate signage is produced and displayed (including website) concerning hours of operation, closures for holidays, and rules for Fitness Center use, etc.
- Be the instructor or record of Fitness Center classes and make sure all midterm class lists and final grade sheets are completed correctly and turned in by the deadlines established by the College Registrar. Ensure fitness center users are enrolled.
- Develop a marketing, promotion and usage plan to maximize personal and corporate use of the Fitness Center. Recruit on and off-campus users. Coordinate senior and community programs such as Silver Sneakers, yoga, zumba, etc. Must be Silver Sneaker certified via College. Submit to the Executive Dean of Student Services and for review.

## 4. FISCAL DUTIES

- Assist Athletic Director with athletic purchasing. Follow the College's purchasing procedure guidelines, and ensure that the College's purchasing procedures are followed for all purchases within the Athletic Department.
- Ensure that the College's purchasing card is used appropriately, and within purchasing guidelines for its use.
- Collect and supervise the collection of athletic funds following the approved

procedures established by the Business Office.

- Develop a record keeping system to monitor the budgets monthly. When any budget problems are identified, the respective staff member should be notified immediately with the pertinent information within a written memo, a copy is to be sent to the Executive Dean of Student Services.
- Provide annual budget requests to the Executive Dean of Student Services on the budget development timeline and submission deadline. Additionally, meet all budget transfer request deadlines and fulfill any requests for any other budget and purchasing information requested by the administration.
- Provide general assistance with general athletic fundraising and camps as appropriate.

#### 5. SUPERVISION

- Athletic Coordination Duties: Work closely with the AD on operations, regular contact with each athletic coach to monitor recruiting and assist where needed, student promotion, outreach activities, camp assistant, tournament support and expansion as possible, track retention among programs with reports to EDSS, etc.
- Coach basketball and subsequent courses for team.

#### 6. GENERAL SUPERVISION AND PROMOTION OF ATHLETICS

- Ensure that all Athletic Department and Fitness Center staff complete all mandatory training required by the College or other entities (i.e., CPR, etc.).
- Attend all meetings of the Student Services Leadership Group and the Academic and Student Affairs Leadership Group meetings as requested, as well as other meetings within the College as required by the position, and disseminate information from those meetings to Athletic Department staff.
- Participate in the institutional assessment process and strategic planning process for athletics and the Fitness Center. Meet deadlines set for submissions for both processes.
- Assist and support curriculum development in fitness related areas (e.g., intramurals). Development of community basketball leagues and other venues encouraged.
- Assist and support college wellness initiatives as assigned.
- Work collaboratively with student support staff who oversee team study time to ensure student success.
- Complete other duties and responsibilities as assigned by the Executive Dean of Student Services and/or the Vice President of Academic and Student Affairs.
- Direct staff development activities for all related personnel.
- Lead articulation efforts and student recruitment activities, as appropriate.

#### 7. STIPEND OVERLOAD

- Develop and teach Sports Communication Courses and align transfer agreements with transfer institutions.

**EDUCATION:**

Bachelor's degree from a four-year college or university and two years' related experience in athletics required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Excellent organizational skills and the ability to communicate with others is essential along with the ability work under pressure and multi-task, while remaining detail oriented. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMUNICATIONS SKILLS:**

Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position. Ability to read and interpret budget and financial documents, manuals, procedure reports, and/or ability required. Experience in a unionized setting is preferred.

**REASONING ABILITIES:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities required by this include distance vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.