

Assistant Athletic Director for Facilities, Equipment and Events

Job Description

Position Information

Position Title	Assistant Athletic Director for Facilities, Equipment and Events
Position Number	
Department	Athletics
Reports to (Title)	Associate Athletic Director
Seated Employee	

Employee First Name

Employee Last Name

Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary

The assistant athletic director will lead the management of Grinnell College's PEAR facilities and equipment along with internal and external events to develop and maintain a positive user and student experience. The professional will supervise the facilities and equipment management team and oversee the coordination of varsity athletic and special events, schedule and supervise professional and student staff as it relates to events and serve as gameday administrator. Foci will include building an inclusive culture while contributing positively to the College's Athletic Department.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job. Bachelor's degree from four-year college or university

If a specific degree, certification, license, or registration is necessary, please list. n/a

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job. Three years or more

Preferred Qualifications Master's degree preferred

FLSA Category Exempt

Staff/Faculty Staff

Employment Status	Full-Time
Employment Category	Regular
Essential Staff (emergency situations)?	Yes
On-Call?	No

Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility	Management of Varsity Athletic Events – including scheduling and coordination of professional and student staff, communications to visiting teams, officials and spectators, and serving as gameday administrator
Percentage Of Time	40
Responsibility	Supervision of PEAR facilities and equipment management – including four direct reports, risk and liability concerns, inventory processes, working with Facilities Management on maintenance and capital projects
Percentage Of Time	30
Responsibility	Manage and coordinate all student employment procedures, policies, and processes within PEAR
Percentage Of Time	20
Responsibility	Duties as assigned by supervisor or athletic administrator
Percentage Of Time	10
General Responsibilities	
General Responsibilities	<p>(1) Maintain regular attendance in accordance with department policy.</p> <p>(2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.</p> <p>(3) Understand and comply with the policies of the College Staff Handbook.</p> <p>(4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.</p> <p>(5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.</p> <p>(6) Protect confidentiality of College information.</p> <p>(7) Provide leadership to others through example and sharing of knowledge/skill.</p> <p>(8) Communicate with others in a courteous and helpful manner.</p> <p>(9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.</p> <p>(10) Perform other duties as assigned.</p>

Supervisory Responsibilities

Does this job have supervisory responsibilities? Yes

If yes, then check all that are supervised by this position.

Supervise Student Staff Yes

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours) 75; 10,000 hrs/year

Supervise Non-Exempt Staff Yes

If you supervise non-exempt staff please enter the number. 10-12

Supervise Exempt Staff No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides. Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel.

Supervision Received

Select the level of supervision that this position receives from their supervisor. Direction: receive guidance with respect to general objectives; in the majority of tasks and projects assigned, determine methods, work sequence, scheduling, and how to achieve objectives of assignments; operate within specific policy guidelines.

Computer Operations

Please check one of the following Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

Travel

Please check one of the following Minimal overnight travel (up to 10%) by land and/or air.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data	Under 1/3
- Essential or Marginal?	Marginal
Effective communication skills	Over 2/3
- Essential or Marginal?	Essential
Composing & comprehending communication materials	1/3 to 2/3
- Essential or Marginal?	Essential
Establishing effective interpersonal relationships	1/3 to 2/3
- Essential or Marginal?	Essential
Adjusting to changes (work load, environment, department structure, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	Under 1/3
- Essential or Marginal?	Marginal
Making decisions of moderate to substantial consequence	Under 1/3
- Essential or Marginal?	Marginal
Performing mathematical calculations	Under 1/3
- Essential or Marginal?	Marginal
Editing reports or technical materials	Under 1/3
- Essential or Marginal?	Marginal
Planning and organizing (work load, schedules, events, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	Under 1/3
- Essential or Marginal?	Marginal
Working with numerous distractions	Under 1/3
- Essential or Marginal?	Marginal
Working under a time pressure and within timelines/deadlines	1/3 to 2/3
- Essential or Marginal?	Essential
Coordinating work with others	1/3 to 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	1/3 to 2/3

- Essential or Marginal?	Essential
Completing work in an accurate manner	1/3 to 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	Under 1/3
- Essential or Marginal?	Marginal
Memory functions (remembering names, details and procedures)	Under 1/3
- Essential or Marginal?	Marginal

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	Under 1/3
Traverse/move locations	1/3 to 2/3
Ascend or descend between floors	Under 1/3
Reach with hands and arms	Under 1/3
Ascend or descend ladder	Under 1/3
Position self to access small or restricted spaces	Under 1/3
Communicate or exchange information	1/3 to 2/3
Detect specific flavors or odors	Under 1/3

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device)	1/3 to 2/3
Weight lifted or force exerted: up to 25 pounds (with or without assisted device)	1/3 to 2/3
Weight lifted or force exerted: up to 50 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 100 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: more than 100 pounds (with or without assisted device)	None

Please check one of the following Moderate physical activity performing somewhat strenuous daily activities.

Does this job have any essential vision requirements? Check all that apply. Close vision (clear vision at 20 inches or less)

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather)	Under 1/3
Extreme cold (non-weather)	Under 1/3
Extreme heat (non-weather)	Under 1/3
Outdoor weather conditions	Under 1/3
Work near moving mechanical parts	Under 1/3
Work in high, precarious places	None
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	None
Toxic or caustic chemicals	None
Work with explosives	None
Risk of electrical shock	None
Vibration (i.e. operating jackhammer, impact wrench)	None
Risk of radiation	None
Confined Spaces	None
Please check one or more of the following locations where this job would work	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation., Outdoors exposed to changing weather conditions (for instance, rain, sun, snow, wind, etc.)
How much noise is typical for the work environment of this job? Check the appropriate level below.	Moderate noise (examples: business office with computers and printers, light traffic)

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.