

**FACULTY STUDENT ASSOCIATION OF  
TOMPKINS CORTLAND COMMUNITY COLLEGE  
Administrative**

**POSITION TITLE**

Asst. Director of Athletics & Recreation

**GRADE**

15

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**ORGANIZATIONAL UNIT**

Athletics and Recreation

**REPORTS TO**

Director of Athletics  
and Recreation

**APPROVED BY**

**SUMMARY**

Responsibilities for assisting the Director of Athletics in managing day to day operations, monitoring student-athlete academic progress, coordinating team travel, preparing budgets and supervising home athletic contests. Serve as director in the absence of the Director. This position will be required to coach or be an assistant coach of one varsity sport as assigned by the Director of Athletics.

**NATURE AND SCOPE**

- Assists with the management of day-to-day athletics & recreation office operations including, but not limited to scheduling and securing team transportation and lodging, dispersing and managing meal expenditures, preparing purchase requisitions, verifying and depositing team fundraising money.
- Responsible all aspects of operating the TC3 Athletics Concession Stand.
- Responsible for the coordination and supervision of TC3 home game administration including recruiting and training game support staff from the College community and hosting visiting teams and officials.
- Assists Director with supervision & evaluation of varsity coaching and other departmental staff.
- Assists with care, inventory and maintenance of all athletics equipment.
- Develops, distributes and maintains academic progress reports. Assists with the important relationship between student athletes and TC3 Faculty and academic support services in the progress and retention of student athletes.
- Assists coaching staff in recruiting student-athletes and assists director as liaison between Athletics and the Admissions department.
- Assists Director with Coordination of TC3 sports camps.
- Required to coach or be the assistant coach of one varsity sport.
- Assists the director in creating the annual athletic program schedule.
- Manages TC3 van use, maintenance, and assists with driver certifications
- Attends NJCAA and other meetings as necessary.
- Other related duties as assigned.

**MINIMUM QUALIFICATIONS**

Bachelor's Degree and two-years related experience in administration and coaching at a highly competitive level. Current or ability to secure certifications in First Aid and CPR/AED by appointment date. Must have and maintain certifications in First Aid and CPR/AED. Evening and weekend work required.