The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Director of Athletics, Intramurals and Recreation, the Assistant Athletics Director will serve as the lead of all financial and business operations for the department of athletics, intramurals, and the Sports & Recreation Center (SRC). The Assistant Athletics Director-Finance and Business Manager will lead the department in all financial areas with an emphasis on strategic financial planning, optimum resource allocation, programmatic fiscal strength, efficient and effective financial reporting, budget forecasting and proper monitoring of financial processes and procedures. Additional responsibilities include, but are not limited to:

- Leads all Intercollegiate Athletics daily fiscal functions with direct oversight of all accounting, fiscal and NCAA reporting, auditing, control procedures and policies.
- Provides the Director of Athletics with frequent updates and assessment of new and ongoing financial issues.
- Reviews department fiscal policies and control procedures as required to comply with department, campus, CUNYAC and NCAA policies and requirements in addition to standard accounting procedures.
- Leads the creation of annual budgets for Intercollegiate Athletics, Intramurals, and the SRC.
- Provides oversight of all purchase orders for the department along with associated invoices.
- Assists in the fiscal functions of various departmental special events such as the Annual Golf Outing, Hall of Fame, and Annual Awards Banquet.
- Supervises the operations of the SRC membership and rental programs.
- Manages and implements SRC and event marketing programs.
- Manages and implements sponsorship and promotional initiatives.
- Promotes a positive image of the intercollegiate athletics program and the College by participating in community and professional organizations and representing the College as a spokesperson at appropriate events, professional meetings, and campus committees and in community activities as appropriate.
- Serves as the department's primary liaison with the CSI Association, the CSI Auxiliary Services Corporation, the CSI Foundation, and the CSI Business Office.
- Contributes to the overall success of the intercollegiate athletics program by willingly performing all other duties as assigned by the Director of Athletics.
- Supervises a College Office Assistant and a College Administrative Assistant.
- Performs other duties as assigned.

QUALIFICATIONS

Bachelor's Degree and four years' related experience required.

Preferred Qualifications:
- Master's degree in a business-related area. Five years of post-baccalaureate work in a related area
- Must possess fiscal responsibility and the ability to interpret budgets
- Knowledge of CUNYAC and NCAA Division III rules and regulations
- Flexibility to work evenings and weekends as necessary

CUNY TITLE OVERVIEW

Administers one or more aspects of a College athletics program.

- Coordinates development and implementation of information and marketing materials, such as web sites
- Coordinates recreation and intramural programs in support of wellness activities
- Organizes, coordinates, and manages intramural and varsity sports events
- Compiles and reports on statistics for NCAA and CUNY requirements; compiles reports on programs and activities
- Coordinates scheduling of facilities and programs
- Assists management with planning and oversight of various athletics activities
- Performs related duties as assigned.

Job Title Name: Student Athletics Program Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.
HOW TO APPLY

To apply, please go to www.cuny.edu; select "Employment", "Search Job Listings," "More Options to Search for CUNY Jobs," then enter the Job ID# in the "Job Opening ID" field. Cover letter, resume and any additional supporting documents for candidacy must be submitted as one file.

CLOSING DATE

February 28, 2016

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.