Job Title: Coordinator of Athletic Operations – (Cross-Country, Track and Field Head Coach)

Job ID: 17367

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

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 Coordinator of Athletics Operations/Cross-Country and Track and Field Head Coach is designed to assist the intercollegiate athletics program with coordinating of general athletics scheduling, operations and team-specific administrative needs, such as equipment ordering and processing. The position will also carry coaching responsibilities for the College’s Men’s and Women’s Cross-Country and Track and Field teams.

Responsibilities to include:

- Manages incoming and outgoing game contracts.
- Schedules Officials for all home varsity scrimmages and games.
- Coordinates transportation and meals for all away varsity scrimmages and games.
- Prepares payments requests for officials, transportation, meals and other expenses.
- Prepares game day information packets for home and away varsity games.
- Communicates with staff and external vendors in the event of schedule changes and/or cancellations.
- Generates price quotations and Purchase Order executions.
- Oversees and/or provides instruction for the teaching of current fundamentals, techniques, and strategies relative to Cross County and Track and Field.
- Assists in recruiting eligible student-athletes, supervises study activities, and monitors academic progress.
- Leads regular practice sessions and contests in a safe physical environment and provide appropriate emergency care.
- Performs all duties in compliance with the rules and regulations of the NCAA, the college and the CUNYAC.
- Assists with fund-raising initiatives and programming.
- Serves as a positive and professional role model and mentor to the student community, treating all persons with dignity and respect; prevents harassment and discrimination by coaching staff and athletes and reports all breaches of ethical behavior.

QUALIFICATIONS

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

- Must take CPR certification upon hiring if not already certified.

CUNY TITLE OVERVIEW

- Assists in developing and implementing varsity sport program(s)
- Recruits local and national high school and junior college players, participating in a variety of admissions events and networking with sources

- Prepares and conducts daily practice and game schedules

- Performs duties in compliance with NCAA rules and policies as well as College and University policy

- Supervises study activities for student-athletes and monitors academic progress reports

- Manages game activities such as setup and break down of facilities, greeting opposing teams and officials, and hiring staff

- Assists with planning, implementation, and evaluation of other programs and services for both varsity teams and the general student body.

- Performs related duties as assigned.

Job Title Name: Student Athletics Coach

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 visit http://cuny.jobs/ and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

October 8, 2017

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.