Job Title: Student Athletics Program Coordinator – Women’s Basketball Head Coach

Job ID: 20866

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island is one of the 11 senior colleges of the 25 colleges and institutions that comprise The City University of New York (CUNY). The three schools and two academic divisions of the College serve more than 13,000 students and offer 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, certificates, professional doctorate degrees, and PhD degrees through The CUNY Graduate Center. CSI's internationally recognized faculty passionately engages in scholarly and artistic activities, and together with a strong professional staff, provides transformational learning experiences both inside and outside the classroom for the diverse student body. The 204 acre park-like Willowbrook campus incorporates a residential component, and in 2017 the College expanded its institutional footprint and accessibility with the opening of the St. George location in the heart of Staten Island's economic renaissance on the north shore of the Island. The College is a hub of intellectual and artistic activity, and is committed to its role as an anchor institution and community partner including for 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 as well as the Associate Athletic Director, the Women’s Basketball Head Coach will be responsible for the guidance of the program, which includes practice and gameplay during traditional and non-traditional playing seasons as well as assisting with several components of the department’s financial operations. Additional responsibilities include, but are not limited to:

- Supports the administration of the Women’s basketball program.
- Assists with the implementation of programs in the areas of scouting, strategy, recruitment, conditioning and player development to enhance athletic performance and achievement, coupled with a keen focus on academic excellence.
- Effectively recruits, hires and supervises part-time staff.
- Assists with the financial operations, including, but not limited to issuing contracts and invoicing community groups, processing purchase requisitions and check request vouchers, overseeing the processing of payroll for hourly staff, participating in fund-raising initiatives, etc.
- Assists with compliance programs activities required by the ECC (East Coast Conference) and external bodies.

QUALIFICATIONS

Bachelor's degree required.

Preferred qualifications include:
- CPR/AED certification is required (must be completed within three months of hire).
- Flexibility to work evenings and weekends as necessary.
- Experience in training and management of staff preferred.

CUNY TITLE OVERVIEW

Supports the administration of College athletic programs.

- Assists with compliance programs activities required by the CUNYAC (CUNY Athletic Conference) and external
bodies

- Serves student-athletes through providing advising services and enrichment programs

- Organizes student-athlete communications and activities, and other department work such as calendars, materials, reports, handbooks, and compliance manuals

- Performs related duties as assigned.

CUNY TITLE

Assistant to HEO

FLSA

Non-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 https://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

March 21, 2020

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.