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

Job ID: 21704

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 Coordinator of Athletic Operations, Cross-Country/Track and Field Head Coach will be responsible for the guidance of the program, which includes practices and meets 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:

- 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 provides appropriate emergency care.
- Performs all duties in compliance with the rules and regulations of the NCAA, the college and the East Coast Conference.
- 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.
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.
- Valid Driver’s License.

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 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.