Job Title: Assistant Athletic Director - Facilities

Job ID: 25954

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 10,000 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 Athletic Director - Facilities will be responsible for the daily operation of the College of Staten Island’s indoor and outdoor athletic facilities. In addition, the employee in this position will be responsible for the related work for the preventive maintenance and repair, improvements and renovations for the Sports & Recreation Center and other athletic areas, including the Soccer stadium, Baseball and softball field, the Track & Field area with turf field and throwing area and intramural fields. The employee in this position also will work with Campus Planning on capital projects and facilitate work requests for the College’s Facilities department.

Responsibilities include but are not limited to:

- Management of all CSI Athletic facilities including the planning, scheduling and coordination of all activities and operations for Athletic events, rentals and campus programming for Athletic fields and facilities
- Serves as Liaison for all athletic facility rentals and responsible for gathering pertinent information to produce third-party rental contracts and campus community agreements.
- Selects and provides direction, training and administrative oversight for athletic facilities and event management staff including workers and students eligible for work study. This includes scheduling work assignments and payroll.
- Serves as Liaison to the Office of Campus Planning, Office of Buildings & Grounds/Facilities, and the Office of Public Safety
- Implements facility policies and standard operating procedures for all athletic facilities, fields and vehicles and ensures all safety practices are followed
- Coordinates and implements athletic and recreational programs to meet the needs of both campus and the local community
- Responsible for developing strategies to increase revenue for facility rentals of all athletic facilities and fields
- Provide oversight for home game setup and management for all varsity home athletic contests
- Serves as Tournament Manager for NCAA and ECC events hosted by CSI
• Works with coaches and administrative staff regarding the overseeing and ordering of inventory of varsity and club sports uniforms, equipment and practice gear
• Ensures all athletic facilities and fields are set up and marked in accordance with NCAA, CUNY and ECC regulations
• Performs other duties as assigned by the Director of Athletics, Intramurals and Recreation

QUALIFICATIONS

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

Preferred qualifications include:

• Knowledge of maintaining grass and turf fields
• Flexibility to work evenings and weekends as necessary
• Experience in training and management of staff preferred
• Up to five years of experience in facilities management, event management of a related area
• Standard First Aid, AED and CPR certifications
• Valid Driver’s License

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 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.

**Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.**

**All CUNY employees must reside within a commutable distance to the tri-state area.**

CLOSING DATE

December 29, 2022

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.