



JOB DESCRIPTION

JOB TITLE: Coordinator of Athletic Operations and Residence Life	FLSA: Exempt
Department(s) Athletics and Student Services	Date: 6/11/24
Security Sensitive: Yes	Grade: C41
Reports To: Athletic Director & Associate Vice President for Student Services	

Job Summary:

The Coordinator of Athletic Operations and Residence Life reports to the Associate Vice President for Student Services and to the Director of Athletics. The Coordinator of Athletic Operations and Residence Life provides direct leadership for Residence Life, including the supervision of part-time resident assistants and resident housing managers; the Coordinator of Athletic Operations and Residence Life supports the Athletic Director through the coordination and implementation of policies and procedures; by working to coordinate athletic logistics and travel, and managing and maintaining athletic office. The Coordinator of Athletic Operations and Residence Life works with the Athletic Director and the Associate Vice President of Student Services to promote a safe and engaging environment and to ensure a healthy and supportive living and learning environment.

Essential Job Functions:

- Collaborates and coordinates with the Athletic Director and Associate Vice President for Student Services to provide guidance and support for the Athletic and Residential Life departments;
- Trains and supervises all residential life employees;
- Collaborates with the Athletic Director and Associate Vice President for Student Services to develop and implement procedures for annual reporting, budget management, and monitoring daily operational tasks of residential staff members;
- Coordinates with the Athletic Director to develop procedures to coordinate and implement athletic travel and logistics and works to ensure the seamless traveling arrangements for all the athletic teams;
- Coordinates purchases and manages expenses of the Athletic and Residence Life departments in accordance with college policy and procedures;
- Maintains accurate records and files for the Athletics and Resident Life departments.

Residence Life:

- Coordinates and implements the housing application (including fees and deposits) and room assignment process for incoming and returning students;
- Maintains accurate records of room assignments and occupancy rates, and process weekly payments for meals;
- Serves as a resource for student support and facilitates roommate mediation and conflict resolution when necessary, promoting open communication and mutual respect;
- Develops and implements on call plan of action and on call master schedule for housing staff.
- Coordinates and works with the Associate Vice President of Student Services to develop and implement appropriate disciplinary processes, including but not limited to, assisting with the enforcement of the Student Code of Conduct and the enforcement of all housing rules and regulations for resident students; and,
- Coordinates with campus facilities and safety departments to implement emergency preparedness plans and protocols to ensure the safety and well-being of residential students. This includes participating in all drills and training and being prepared to act should a health or safety emergency occur.

Facility Oversight and Maintenance

- Collaborates with facilities management staff to ensure residential buildings' cleanliness, safety, and functionality and are prioritized in a timely manner; and,
- Conducts regular inspections of residential facilities and coordinate repairs and maintenance, as needed.
- Reports repairs to facilities in a timely manner, including emergencies.

Athletic Operations

- Collaborate with coaches to maintain master NJCAA file for all athletes.
- Coordinate travel; including planning transportation, meals, itineraries, and expenses
- Work with coaches to facilitate fundraising opportunities.
- Manage and maintain athletic office.
- Serve as a conduit for information between community and athletic staff.

Other responsibilities:

- Maintains confidentiality of information exposed in the course of business regarding students, supervisors, or other employees;
- Requires the kind of teamwork, supervision, and personal interaction that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement; in addition, the ability to live on-site in college housing is a requirement; and,
- Performs all other duties as assigned.

Minimum Education, Skills, and Abilities:

- Bachelor's degree required;
- Must be able to live on campus full-time;
- Demonstrated understanding of and a commitment to the community college mission and purpose; teaching and learning; high academic standards; and, student success;
- Knowledge and experience using integrated software systems and Microsoft applications (with proficiency in MS Word, Outlook, Publisher, Excel, and PowerPoint presentation);
- Ability to work effectively with a diverse student population;
- Demonstrated organizational skills with attention to detail;
- Ability to work a flexible work schedule, including evenings and weekends as needed;
- Demonstrates excellent oral and written interpersonal skills to effectively communicate with students, faculty, and the general public;

- Skill in establishing and maintaining effective working relationships with students, employees, and the public;
- Skill in facilitating and modeling a quality customer service orientation;
- Ability to efficiently multi-task and conduct/complete independent work assignments.

Preferred Qualifications:

- Master's degree;
- Experience with managing residential life and/or programming in student development
- One to three years related work experience, preferably in a community college or university setting.

Work Environment:

- Must be able to live on campus full-time;
- Work primarily, but not exclusively, in a climate-controlled environment with minimal safety/health hazard potential or work hazards;
- The position requires average agility and good physical condition;
- Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds;
- Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertions.

Special Requirements:

- Subject to a criminal background check prior to employment.
- Ability to work a flexible work schedule, including evenings and weekends, as needed.

Note: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date