



Cañada College □□ College of San Mateo□□□ Skyline College

GENERIC POSITION DESCRIPTION

Assistant Athletic Director

An Academic Supervisory Position
Grade 192E – Salary Schedule 35

A. Who We Are

The San Mateo County Community College District is committed to achieving educational equity for all students. As outlined in the District's Strategic Plan, "success, equity, and social justice for our students are longstanding goals." The District's ["Students First" Strategic Plan](#) is focused on "Student Success, Equity and Social Justice." We provide students with a rich and dynamic learning experience that embraces differences - - emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

B. The College and the District

College of San Mateo is part of the San Mateo County Community College District and is designated as a Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution. The college enrolls approximately 15,000 students each academic year. CSM has a diverse student population that is a reflection of the communities that it serves. Detailed information about the student population, including data related to student success, can be found on [College of San Mateo's Office of Planning, Research and Institutional Effectiveness \(PRIE\)](#) website.

The President has called for the college community to be student-focused, always find a way to get to "yes" as one team, and serve local communities to the best of our abilities. The college recognizes the need for all students to achieve their goals and recognizes that as an institution we are stronger together. To learn more about CSM's antiracism and justice-centered efforts, please read our [Solidarity Statement](#).

C. Who We Want

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community College District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

D. The Position

Acting under the direction of the Dean/Athletic Director, the Assistant Athletic Director will plan, develop, organize, schedule, promote, coordinate and monitor matters of compliance, eligibility, outreach/recruitment, matriculation, budgeting, and game operations and ensure all operational components of the division are executed. This position will support the success and retention of student-athletes and ensure all matters of compliance are addressed (NIL, Title IX, athletic eligibility, Conference Program Review, EADA, R-4, etc.)

Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. In collaboration with the dean, oversee the execution of evaluation procedures for all faculty and staff in the Division.
2. Assist with short-term and long-term staffing levels for the division.
3. Assist with eligibility, tracers, and all matters pertaining to compliance.
4. Develop, direct, and supervise the activities of athletic marketing, promotions, branding, and related projects in-line with the overall branding of the district.
5. Carry out initiatives to maximize attendance for home games.
6. Develop and implement an effective marketing and promotions campaign.
7. Assist with game management for all home contests.
8. Ability to communicate with employees/students/public.
9. Focus, implement, and ensure compliance with Title IX.
10. Oversee the operating budget of the athletics department.
11. Apply NCAA/CCCAA rules and regulations governing intercollegiate athletics.
12. Apply general principles of organization, management and employee supervision, and training.
13. Oversee transportation coordination for all intercollegiate athletic programs.
14. Implement and monitor Name, Image, and Likeness (NIL) protocols.
15. Serve as key emergency prevention, preparedness, and response personnel as assigned.
16. Perform other duties as assigned by the Vice President of Instruction and President.

E. Minimum Qualifications

- Master's Degree or above in Kinesiology, Physical Education, Exercise Science, education with an emphasis in physical education, kinesiology, or physiology of exercise.
- Two years of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.
- Knowledge of and/or experience with federal regulations, Title IX, California Community College Athletic Association (CCCAA) and National Collegiate Athletic Association (NCAA) regulations.
- Ability to authentically care, connect, and interact with students, classified employees, and administrators, especially during a time of remote learning and operations and a "students first" and equity-focused mindset.
- A well-formed leadership philosophy, demonstrated listening skills, and experience as a successful leader who can deliver on desired outcomes.
- Demonstrated experience as a leader in implementing diversity, equity, and social justice actions.
- Understands and has experience in shared governance consultation and collaboration among college constituency groups and associated campus committee, such as Institutional Planning Committee, Curriculum Committee, Educational Equity Committee, Guided Pathways.

- Demonstrated fiscal prudence and accountability.
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and classified staff.
- Knowledge of and/or experience with federal regulations, Title 5/Education Code, California regulatory agencies, accreditation requirements, and collective bargaining practices.

F. Physical/Other Requirements

This classification requires sitting for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others; ability to operate a motor vehicle and drive to off campus locations in order to perform the essential functions. Being available weekends, evenings, and during holiday breaks to assist with game operations and game management.

G. Knowledge, Skills, and Abilities

1. Ability to function as an effective leader in the administration of a comprehensive community college while expanding community outreach and improving student recruitment and retention.
2. Skill in serving as a visionary in finding ways to address through new technology, programs, and services the rapidly changing needs of students.
3. Ability to function as an equity minded leader in the administration of a wide variety of programs at a comprehensive community college.
4. Ability to assess programs and services that serve minoritized students.
5. Ability to motivate and encourage others to work constructively and cooperatively to achieve and sustain a student-centered learning environment.
6. Knowledge of principles and practices of California school budgeting, accounting, auditing, and internal cost controls, particularly related to community colleges.
7. Knowledge of fund accounting, risk management, and forecasting economy changes.
8. Skill in complex budget planning, management and analysis.
9. Ability to use independent judgment in the interpretation and application of laws, regulations, policies, and procedures.
10. Skill in demonstrating authentic care, creativity, and innovative leadership in all areas of administrative services.
11. Ability to work collaboratively with campus and district-wide administrators, faculty, staff, and constituency groups.
12. Knowledge of participatory governance, teambuilding, and collaborative decision-making processes.
13. Highly developed analytical and organizational skills.
14. Ability to delegate effectively while leading with inclusive strategies.
15. Demonstrated skill in effective written and oral communication.
16. Skill and ability to work effectively with members of an academic community in an inclusive manner.