



Non-Instructional Position Request Form
2015-2016

NP (2015)
2015-12

This request process is to be used only for new classified and administrative positions (full or partial).

The entire college community is welcome to submit requests.

Title of Position Requested: Assistant Athletic Director
Division/ Unit: BSBA

Please attach a current or proposed District job description and indicate if this is a request for / to: (for assistance, contact College Admin. Asst. at x1632)

- New position:
of 40hours per week, # of 10 months per year.
- Increase an existing funded position:
from: 9, 10, 11 month to: 10, 11, 12 month
from: Click or tap here to enter text.% to: Click or tap here to enter text.%
- New categorically funded position: (will be presented as information only & not ranked)
of Click or tap here to enter text. hours per week, # of Click or tap here to enter text. months per year.

Justification:

1. For background- please briefly summarize the position: what it does, where it works, to whom it reports, & list what other personnel are in this unit.

An assistant athletic director is a management job in which the individual assist in overseeing the entire athletic department alongside their boss the athletic director. An assistant athletic director is involved in oversight of many different aspects of the department, including items such as scheduling, field maintenance, concessions and making sure that the coaches and players are following conference or league rules both on and off the field. The assistant athletic director must oversee the maintenance and preservation of all playing surfaces and venues, including fields, courts and pools. They must interact directly with the grounds crews to ensure the fields are ready in time for the game or match. Additionally, they must assist and oversee the scheduling and travel arrangements for each team during the course of the season. If the concessions at the stadium and court locations fall under the athletic department, they oversee the operations of those booths and stands. They must represent the school at athletic conferences and non-sporting events. Finally, they must keep tabs of the rules and procedures for the league. Any changes to policies and procedures must be communicated to the coaches and players. The assistant athletic director must help formulate the budget for the athletic department each year. This includes having conversations with coaches and personnel from each sport to determine the costs associated with items such as uniforms, equipment travel and other necessities. After formulating the budget and submitting it to the appropriate body, such as the or budget office, they must oversee the spending of the money to ensure that money is being spent where it was allocated and make adjustments to the budget as new costs arise. Additionally, assistant athletic directors duties would include maintain and administer required documentation, including eligibility records. Event management, marketing, promotions, social media relations and fundraising are also typical duties of an assistant athletic director.

- a. Give some historical perspective of the changing workload over a 3-5 year period:
Example: Workload unit 1= # Bio/Chem lab students/semester > 2010=900 2015=1000 Change over time is =11%

The athletic programs continue to grow in total number of teams (10) this current year we added two new sports men and women's water polo. The size of the teams has also increased student athlete's numbers have increased from 75-90 student athletes to 150-175 student athletes per year. This hire would be beneficial to serve the Athletic Programs because at times the Athletic Director may not be accessible. The assistant athletic director is attend all home contest which is mandated by the CLPCCD District and the California Community College Athletic Association

Workload unit 1=:60 + home contest per year, 4 State Championships being held at LPC within the next 4 years (Men's and Women's Basketball, Men's and Women's Water Polo. Also, hosting two Coast Conference Swim & Dive Championships. We currently host five home tournaments which range over multiple days require many man hours. With the loss of the Staff Assistant three years ago the majority of these responsibilities fell on the AD and Administrative Assistant.

> 2010: Click or tap here to enter text. 201_: Click or tap here to enter text. Change over that time is Click or tap here to enter text. %

Workload unit 2=:Click or tap here to enter text. > 2010:Click or tap here to enter text. 201_: Click or tap here to enter text. Change over that time is Click or tap here to enter text.%

2. How will this position have a positive impact on the following (briefly include excerpts from your Program Review or other)-
 - a. your Program Review In support of the Program review the mission of the Athletic Department is to provide exceptional opportunities to students interested in competing in intercollegiate athletics, and to promote success both on and off the field through intercollegiate participation. The Athletic Department will assist student-athletes in developing the knowledge and skills to help them pursue their educational, career, and personal goals. Also it states: Our administrative staff is overwhelmed now that the campus has re-structured the divisions. After the retirement (and no replacement) of Carolyn Smutney, the increased workload was placed upon the division administrative assistant, who is already busy with Early Childhood Development, Psychology, Kinesiology, Business, Economics, Viticulture, and Health/Nutrition. We are investigating a classified position that would take care of eligibility, athletics website, and sports information director. Eligibility is a large responsibility in itself, from the initial paperwork for every athlete to weekly reports and submissions. This person insures the success of the individual student-athlete, the sport team, and the college. The sports information director (which is now the duty of the coaches, Administrative Assistant, Dean of Athletics) is typically responsible for mediaThe department has lost 1.5 full-time faculty due to retirement (Sophie Rheinheimer) and reassignment (Lisa Everett) which have not been replaced. The State Education Code recommends 75% of courses to be taught by full-time faculty. For Fall 2012 we were at 49%, and have gone between 35% and 49% with sabbaticals and a loss (death) of a full-time faculty. All full-time faculty are male within the department and we need to make substantial gains in gender equity. Our department has requested, through the hiring process, a full-time Kinesiology Instructor/Head Coach for Women's Basketball or Women's Soccer. This position would increase the number of course taught by full-time faculty and assist in gender equity. Athletics is also in need of a full-time athletic trainer. Currently we are contracting out with Tri Valley Orthopedics. Our contract cost has been raised \$5000 each year the past two years, and we are at the point where the cost is the same to hire a classified position. The benefits in hiring a classified position include consistency in treatment and protocols from year to year, oversight of the facility, consistency in expectations and treatment between the trainer and coaches/athletes, and long-term planning of the facility and program. The best situation would be to hire a certificated position that would allow the head trainer to also teach the Athletic Training course and oversee the

lab portion that has student trainers in contact with athletes, in addition to the above mentioned benefits. Our administrative staff is overwhelmed now that the campus has re-structured the divisions. After the retirement (and no replacement) of Carolyn Smutney, the increased workload was placed upon the division administrative assistant, who is already busy with Early Childhood Development, Psychology, Kinesiology, Business, Economics, Viticulture, and Health/Nutrition. We are investigating a classified position that would take care of eligibility, athletics website, and sports information director. Eligibility is a large responsibility in itself, from the initial paperwork for every athlete to weekly reports and submissions. This person insures the success of the individual student-athlete, the sport team, and the college. The sports information director (which is now the duty of the coaches, Administrative Assistant, Dean of Athletics) is typically responsible for media relations, reporting scores, liaison to athletic events on campus, media guides, athletic publications, web site updating and maintenance for athletics, and records keeping. This is a vital area to the success and professionalism of Athletics and something our department is vitally lacking.

- a. our LPC Planning Priorities; - This need identifies the sole purpose of student success. We are at a point where increasing our, support personnel, facilities, equipment, course offerings, degree and certificate offerings, and intercollegiate athletic programs are all in the interest of student success. Everything our department has to offer is closely tied to one another. "We are trying to meet the needs of the community and train professionals and leaders in the Tri Valley area so they can give back and return and work in the community." "Increase our offerings to meet the needs of the community through Intercollegiate Athletics." We have been able to add Men's & Women's water polo as an intercollegiate sport. This addition has helped to support the mission statement by creating new opportunities that meet the academic, intellectual, career-technical, creative, and personal development goals of its diverse students. But with this addition of two sports comes additional full time student athletes, additional coaching staff, travel, scheduling, paperwork, additional events and hours and additional staffing needs.
- b. other requirements or needs detailed in Master Plans or accreditation [Click or tap here to enter text.](#)

3. What other alternatives have been considered in lieu of this position to meet programmatic demands?
The Dean/Athletic Director and Administrative Assistant will continue to work 50-75 hours per week and 6 or 7 days per week, during peak times of the season. This work load is not sustainable for a single person. As all home athletic events are mandated that by the CCCAA that an Athletic Director be in attendance as the administrator in charge of the event. As the athletic programs continue to grow the paperwork, eligibility and scheduling of events along with the nights and weekend time commitments also continue to grow.
4. What is the consequence of not funding this position?
The department will continue to lack the necessary resources to thrive in the manner in which it deserves. As the athletic program is one of the premier athletic programs in the state. Possible CCCAA violations as dean/Administrative Assistant have been tasked with many duties, that it's hard to keep all the balls in the air at the same time. Eligibility needs to be checked weekly which is mandated by the state. If we have someone that this would be their primary duty this can be done more diligently and will free Administrative Assistant to do the divisional work and not have a primary focus on just athletics. A checks and balance system will still be in place with the Assistant AD and the Dean Athletic Director which is required by the state. Progress Reports will also be issued from this office which will allow student athletes academic progress to be tracked. We have not been able to do this on a consistent basis as the workload is to daunting. With the new CCCAA mandates put in to place July 1, 2015. Student athletes can now become ineligible mid-season and they need to pass a prescribed amount of units in order to maintain athletic eligibility. This will allow more students to complete their educational goal and allow them to transfer within a two year time frame as their athletic eligibility clock remains ticking.
5. Has this position or a similar position been presented to RAC previously and in what years? Explain.

N/A

For accurate costs below, requestor must contact College Admin. Asst. in the LPC Office of Administrative Services (ext. 1632).

Estimate Increase/ Proposed Annual Salary Cost: text. <u>\$ 77,070</u>	**NOTE** Full time = 20-40 hrs. per week or 50%-100%. Regular Hourly= 18 hrs. or less per week (<50%).
Estimate Benefits Cost: text. <u>(\$ 37,184)</u> (50% of salary)	
Total Cost for Position: text. <u>Click or tap here to enter text.</u> <u>\$ 114,254</u>	

Reviewed by & Date _____
College Administrative Assistant, Office of Administrative Services

Important request deadlines for 2015/2016 (subject to change):
Mon., Sept. 14, 2015 request to Division Dean by end of business
Wed., Sept. 16, 2015 presented at Division Meeting
Fri., Sept. 18, 2015 due in Administrative Services Office with VP signature
Thu., Oct. 1, 2015 deans will present to Resource Allocation Committee

Signatures:
[Signature] Sept 12, 2015
Requestor Date Submitted

Reviewed by:
[Signature] [Signature]
Dean/ Unit Administrator Vice President

Job Description

Assistant to the Athletic Director

Bachelor's Degree. Minimum of two years of full time administrative or other related professional experience. Experience scheduling and coordinating department wide events and calendars. Excellent verbal and written communication skills.

Preferred Qualifications:

Master's Degree. Experience with Microsoft Office. Experience with Email. Human Resources experience to include the coordination of the search process (i.e. interviewing and appropriate hiring and onboarding experience). Budget Management experience. Experience working in a fast paced environment. Experience prioritizing assigned tasks. Previous fundraising and/or athletic/sporting event experience. Understanding of NCAA Compliance Rules (played a Division I, II or III sport, coached in collegiate athletics or as a staff member in a collegiate athletic program). Professional experience/volunteer experience in student related services. Experience in a collegiate athletic program (played a Division I, II or III sport, coached in collegiate athletics or as a staff member in a collegiate athletic program).

Brief Description of Duties:

The Assistant to the Director of Athletics is responsible for assisting the Director of Athletics with the daily operation of the Athletic Department and coordinating various administrative functions and special projects within the Department. The primary responsibilities for this position, include, but are not limited to, the coordination of department search processes, intercollegiate game contracts, and various special projects as well as general office management duties. In addition, the Assistant will perform numerous administrative tasks as well as assist with Department development programs, monthly staff meetings and assist in the organization of various department specific events, at the direction of the Director of Athletics. Other duties as assigned by the Director of Athletics and Senior Management Team.

Search Coordinator:

In conjunction with the Assistant Athletic Director for Business Operations and Administration, this position will be responsible for coordinating the search process for vacant Athletic Department positions. This includes but is not limited to, managing the applications coordinating interview itineraries, , moving applicants through the process including the administrative tasks associated with the hiring process and other various related tasks due to staff transitions.

Office Manager:

The Assistant to the Director of Athletics will perform various duties to ensure the smooth and efficient operation of the central administration in the Department of Athletics. Such duties include managing the procurement of department office supplies, coordination of senior staff meetings, Department retreats and development programs as well as agendas for coaches meetings.. In addition this position will coordinate, disburse and manage annual review of the Student athlete policy manual and conduct monthly reconciliation of travel expense requests for the Dean/AD. He/She will also be responsible for maintaining the Athletic Conference Room and Athletic Event shared calendar in Gmail, managing the Director of Athletic's groups and contacts, being a liaison with the President's Office, and other VP Offices on campus as well as offices and taking meeting minutes when necessary.

Special Projects:

The Assistant to the Director of Athletics is responsible for the daily coordination of various special projects within the Department of Athletics. Duties for this position include, but are not limited to,

conducting research and generating reports for the Director of Athletics and Senior Staff relating to current trends, practices and staffing within the CCCAA athletic environment, researching and summarizing data on designated operations within the Conference and other projects within the Department. It also may include assistance with new programs, facility enhancement projects, and various other projects. Maintaining Athletic Website and Social Media Outlets for Athletics Department.

Department-Specific Event Coordination:

The Assistant to the Director of Athletics will aid in athletic-specific events when necessary in conjunction with the Department. This includes but is not limited to, on campus organizations, golf outings, athletic event sponsored events, meetings/events with potential donors and all associated travel arrangements on behalf of the Director of Athletics. This person may also coordinate visits to campus for athletic events for potential donors and guests who are visiting Las Positas College. Attendance at athletic events will be necessary in order to perform the above tasks.

Intercollegiate Game Contracts:

The Assistant to the Director of Athletics is responsible for the coordination and dissemination of intercollegiate game contracts, which includes confirming date, time, and additional contracted items including complimentary tickets and game guarantee (if applicable). This process will be managed with the Assistant AD for Administration, Head Coaches and each program.

Budget Management

This position will be responsible for the daily management of the Department office supply budget and will track and report the expenses on a monthly basis to ensure the Department remains within planned targets. Other duties as assigned by the Director of Athletics and Senior Management Team as appropriate to rank and department mission.