

# NON-INSTRUCTIONAL POSITION REQUEST 2016-2017

Internal Use  
#: 2016-13  
Range 30

Requester Name: Athletic Department/Jason Craighead

## SECTION 1: SUMMARY INFORMATION

Title of Position Being Requested:

Athletic Eligibility & Sports Information Specialist/Administrative Assistant I

Indicate if this position or a similar position has been presented to RAC previously and in what years:

This position has been requested for the previous 2 years, 2013-2014 & 2015-2016

Position Will Reside in Division/Unit:

BHAWK

A Current or Proposed District Job Description is attached:  Yes  No

The position is:

New

Number of Hours per Week: 30

Number of Months per Year: 10

Increase for an existing funded position

From:  9  10  11 Months

To:  10  11  12 Months

OR From:        % to        %

New Categorically funded position (information only; position not ranked)

Number of Hours per Week:                   

Number of Months per Year:

## SECTION 2: JUSTIFICATION

### Position Description/Function:

The Athletic Eligibility Specialist (AES)/Sports Information Director (SID) will perform a variety of athletic eligibility and public information functions. The SID will perform duties including but not limited to, the publicity and promotion of the college athletic programs, mainly through the college athletic website and social media. This will be achieved through the use of announcements, news releases, and publications which may be distributed to the media and the community; through the college's athletic website; and through direct requests for information. Athletic Eligibility Specialist would serve 150+ student-athletes and would certify weekly athletic eligibility, conduct athletic eligibility workshops for each team, monitor progress reports (grade checks), serve as the LPC liaison with the California Community College Athletic Association (CCCAA) regarding student athlete academic progress and athletic eligibility certification. In addition, the AES will compile, submit, and secure transportation, facility, meal, and event requests for all athletic teams; be responsible for disbursement and tracking of meal requests and event/officiating fees; and maintain and track athletic co-curricular accounts for each athletic team. Las Positas College also hosts large athletic events, including CCCAA State Basketball Championships (2016 & 2017), the CCCAA State Water Polo Championships (2016), Northern California Regional Water Polo Championships (2016), and the Coast Conference Swimming & Diving Championships (2016). With new mandates as of July 1, 2013 requiring compliance with the CCCAA Bylaw 4.3.3 that athletic programs update and report their stats and scores within 48 hours of each game being played. It is necessary that we have a person in place with access to our website, knowledge of athletics, and is able to monitor and input stats in a timely fashion. As intercollegiate athletics competes five to six nights per week the need for updating the website is essential and reporting and submitting of stats on the CCCAA website/ Presto sports is now mandated. There are no other personnel that have any of the duties of the SID in their job description. For eligibility, we have one administrative assistant who takes care of the entire division (BHAWK), all academic and athletic matters. Our department used to have a second administrative assistant, but upon retirement, the position was terminated (Carolyn Smulny) and duties were assigned to the department Administrative Assistant (Mary Hargiss).

### Indicate To Whom Does this Position Reports:

This person would report to the Athletic Director/Dean of BHAWK.

### List other Personnel in the Unit:

Mary Hargiss.

### Give historical perspective of the changing workload over a 3-5 year period:

#### *Example:*

<i>Workload unit 1 = # Bio/Chem lab students/semester</i>	>	<u>2010</u>	=	<u>900</u>
		<u>2015</u>	=	<u>1000</u>
<i>Change over time is:</i>			=	<u>11%</u>

<b>Workload unit 1 =</b> <u>6 sports(2010), now 10</u>	>	<u>2,010</u>	=	<u>100</u>
		<u>2,015</u>	=	<u>170</u>
<b>Change over time is:</b>			=	<u>70</u>

<b>Workload unit 1 =</b> _____	>	_____	=	_____
		_____	=	_____
<b>Change over time is:</b>			=	_____

### Comments:

Our intercollegiate programs have grown, and the Master Plan has more facilities planned relating to Intercollegiate Athletics and instruction.

### **SECTION 3: LPC MISSION, MASTER PLAN, AND ACCREDITATION**

#### **LPC MISSION STATEMENT:**

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

#### **LPC PLANNING PRIORITIES:**

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

#### **Indicate how this position will have a positive impact on the LPC's Mission and Planning Priorities:**

This request will meet student needs through long-range planning of student support offerings, and complement facility and site planning needs, and technological needs. Student-athletes are required to meet stricter academic standards than the general student population.

#### **Indicate how this position will have a positive impact on LPC's Educational Master Plan:**

This position relates to and addresses the following Goals and Strategic Directions of the Master Plan: A2, A5, B1, B4, C3, D1, D2, D5. This position would allow us to increase our Educational Excellence, Community Collaboration, Support Organizational Resources, and Organizational Effectiveness.

#### **Indicate how this position will have a positive impact on Accreditation:**

The workload is too much for one person (Mary Hargiss) who is the Administrative Assistant for BOTH Intercollegiate Athletics and the entire BHAWK division. This is not "Best Practice". This position request allows are department to be more efficient, accurate, accountable, and transparent in all our actions.

### **SECTION 4: PROGRAM REVIEW AND IMPACT**

#### **Indicate how this position will have a positive impact on your Program Review:**

This request is listed in the Kinesiology & Athletic Program Review, under Human Resources. This position request will allow our department to operate much more efficiently and create a balanced workload for our Administrative Assistant (allowing the Admin Assistant to focus on the rest of the division and work that will impact the rest of the campus). It will also give our programs more

#### **Indicate other alternatives that have been considered in lieu of this position to meet programmatic demands:**

For the immediate, we have acquired an intern on a limited basis for basic data entry and paper filing, but this is not a valid solution. The internship does not even come close to taking a load off the current Administrative Assistant. Also, interns should not have access to the CCCAA & LPC computer systems, and student-athlete's personal information. This should be left for school

#### **Indicate the consequence of not funding this position:**

Our Administrative Assistant will be resigning if this position is not funded. It jeopardizes the eligibility of players and risks team/school sanctions from CCCAA for non compliance (forfeiture of games). In addition, prospective student-athletes research athletic programs through websites and social media, which LPC lacks in general and especially in athletics. We also struggle with

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**Indicate the consequence of not funding this position:**

Our Administrative Assistant will be resigning if this position is not funded. It jeopardizes the eligibility of players and risks team/school sanctions from CCCAA for non compliance (forfeiture of games). In addition, prospective student-athletes research athletic programs through websites and social media, which LPC lacks in general and especially in athletics. We also struggle with recognition within the school and community for our student-athletes that excel in their sport, the classroom, or both.

**SECTION 5: COSTS\***

Estimate Increase/Proposed Annual Salary Cost: \$ 27,392.00

Estimate Benefits Cost: \$ 13,696.00

Total Cost for Position: \$ 41,088.00

**NOTE:**

Full Time = 20-40 hours per week or 50% - 100%

Regular Hourly = 18 hours or less per week (<50%)


*\*Costs: For accurate costs below, requestor must contact College Administrative Assistant, Sharon Davidson, in the LPC Office of Administrative Services (ext. 1632).*

**SECTION 6: REVIEWS**

**Signatures:**

  
\_\_\_\_\_  
Requester

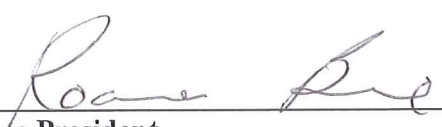
9/21/16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
College Administrative Assistant  
Office of Administrative Services

9/21/16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dean/Unit Administrator

9.22.16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Vice President

9/22/16  
\_\_\_\_\_  
Date

# **JOB DESCRIPTION**

## **Athletic Eligibility Specialist/Sports Information Director**

The Athletic Eligibility Specialist/Sports Information Director handles all facets of sports information by promoting and publicizing the athletic program at Las Positas College, as well as conduct and certify athlete eligibility according to CCCAA rules and regulations, and fulfilling transportation, facility, meal, and athletic event requests.

### **Duties and Responsibilities**

This position creates, maintains, and reports athletic eligibility according to CCCAA rules and regulations. In addition, develops strategies to build campus spirit and visibility around athletic events by updating and maintaining a dynamic and timely athletic website; creating and maintaining a social media presence, developing video content and keeping statistics and records for all teams and reporting them regularly to governing bodies. This position reports directly to the Athletic Director/Dean while also collaborating closely with colleagues and student assistants to:

1. Maintain and establish initial eligibility for ten sports;
2. Monitor and report to CCCAA: eligibility rosters weekly, schedules, season logs and statistics;
3. Compile, submit, and secure transportation, facility, meal, and event requests for all athletic teams;
4. Disbursement and track meal requests and event/officiating fees;
5. Maintain and track athletic co-curricular accounts, including withdrawals, payments, and deposits for all athletic teams;
6. Provide accurate results and statistics following games;
7. Coordinate information released to the press and broadcast media;
8. Coordinate the compilation of game and season statistics, including the training of those working with Presto statistical software;
9. Monitor sport progress, maintain athletic records and archives;
10. Write, edit, and produce athletic publications such as media guides, programs, brochures, schedule cards, and other marketing materials;
11. Promote LPC Athletics through social media daily;
12. Schedule interviews between coaches or student-athletes and the media;
13. Collect biographical information from players and coaches;
14. Photograph (or be able to provide photographs) of teams, individuals, and coaches;
15. Provide supervision in the press box, on press row, and at the official scoring table to maintain accuracy and integrity of game management personnel and to provide a non-partisan working environment;
16. Serve as a spokesperson for the athletic department; respond to general media questions;
17. Perform related duties as assigned.
18. Demonstrate effectiveness and clarity of verbal and written communication with excellent interpersonal communication skills.
19. Handle all activities and highly confidential information with patience, discretion, tact, and a keen eye for detail.

### **Qualifications:**

Education: Bachelor's degree required, preferably in the areas of sports marketing, sports journalism, communications, or related field.

Licenses/Certificates: A valid driver's license is required or equivalent means of reliable transportation to off-site meetings and events.

Experience: A minimum of 2 years of sports reporting, writing, editorial, website management, photography, and video production experience with increasing responsibility in the areas of college sports information management and sports journalism is strongly preferred. 1 year of experience at an NCAA/NAIA/CCCAA/CCCJA institution is strongly preferred. Must have an extensive understanding and enthusiasm for sports as well as experience with NCAA/CCCAA rules and regulations.

Operation of computers with basic Microsoft Office software (such as Word, Excel, Outlook), associated professional software (such as Adobe InDesign, Adobe Photoshop, iMovie or Final Cut Pro), Presto software, and social media platforms. Familiar with the operation of cameras, video equipment and other digital media.

This position requires an individual to handle multiple tasks, meet deadlines, and work both independently and as a collaborative member of the department and College in support of the College's strategic vision and the department annual goals with a high standard of integrity and ethics. Must have excellent organizational skills. Able to complete work with accuracy and attention to detail. In addition, deploy professional skills (sports reporting, writing, editorial, website management, photography, video production) in collaboration with the Director of Athletics to best promote the Department's and College's strategic interests.

**Required Hours:**

The regular hours for this full time position are 30 hours per week on a variable schedule. Holiday, weekend and evening work hours may be required. Travel will be required. Regular hours may vary due to needs of the College or division.