

## Job Vacancy Notice

**Job Title:** Student Athletics Manager

**Job ID:** 20074

**Location:** Hostos Community College

**Full/Part Time:** Full-Time

**Regular/Temporary:** Regular

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### POSITION DETAILS

The Department of Athletics at Hostos Community College recognizes that participation in recreation, intramural sports, and on an intercollegiate athletic team is an integral part of the educational process. Recreational sports activities lead to enhanced social skills, higher self-esteem, increased self-awareness, tolerance and self-control. Structured and unstructured activities are offered to all eligible students, faculty, and staff. The Athletics Department has direct oversight of five distinct spaces for College use in the East Academic Building, including the gymnasium, pool, weight room, aerobics room, and dance studio. The Athletics Department currently sponsors three intercollegiate varsity teams, including the men and women's basketball teams and the women's volleyball team. Through participation, student-athletes have the opportunity to conceptualize and perform proper movements, refine motor skills, and understand and appreciate the value of teamwork.

The Athletics Department seeks applications for a Student Athletics Manager. Reporting directly to the Assistant Dean of Student Life, the successful candidate will be responsible but not limited to the following:

- Oversees the Sports and Recreation Center (Aquatics, Weight Room, Dance Studio, Fitness Studio and Gym).
- Maintains compliance with National Junior College Athletic Association (NJCAA), Department of Health (DOH) Regulations.
- Ensures student athlete success is aligned with institutional graduation and retention performance goals and indicators.
- Identifies additional fundraising opportunities to support Athletics programming.
- Participates in campus-wide student outreach and support activities such as orientation, open houses, health fairs and club events.
- Engages in college-wide and divisional strategic planning, operational planning, and assessment.
- May assist with the management of Auxiliary Enterprises and Tax Levy budgets.

### QUALIFICATIONS

Bachelor's degree and six years' related experience required. Master's Degree in Higher Education Administration, Sports Management, Public Administration, Physical Education, or related field preferred.

### CUNY TITLE OVERVIEW

Manages selected aspects of intercollegiate, intramural and recreational athletics staff, programs, facilities and activities.

- Oversees and coordinates day-to-day operations for varsity sports, supervising coaching and event staff
- Manages one or more athletic facilities
- Administers scheduling and other arrangements for athletic contests and events
- Supervises the intramural and recreation program
- Produces athletic publications through various media sources; develops and produces marketing and promotional programs
- Maintain computer files, statistics, and reports on all data related to the athletics program
- Oversees academic progress of student athletes and works with other College units to assure their academic and personal success
- Performs related duties as assigned.

Job Title Name: Student Athletics Manager

#### **CUNY TITLE**

Higher Education Associate

#### **FLSA**

Exempt

#### **COMPENSATION AND BENEFITS**

\$84,678 - \$94,248; 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**

Applicants must apply online by accessing the CUNY website at [www.cuny.edu](http://www.cuny.edu) and navigate to the following links: "Employment" and "Search Job Postings"

Please submit resume, cover letter, and three professional references.

#### **CLOSING DATE**

Open until filled with review of applications to begin March 13, 2019.

#### **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.