

## Qualifications – Minimum

The qualified candidate must possess a master's degree from or the equivalent from an accredited institution, and have one year of formal training, internship or leadership experience reasonably related to the administrative assignment.

## Qualifications – Preferred

- Knowledge of transfer and educational requirements for students.
- Preferred qualifications include recent successful experience in athletics administration.
- Knowledge of applicable federal, state, local government laws, and guidelines to ensure compliance with regulatory laws, rules and regulations including, but not limited to, Title IV, Title IX, Commission of Athletics (or comparable state level supervisory commission), Western State Conference, National Collegiate Athletics Association Rules and Federal gender equity requirements.
- Knowledge of coaching techniques and procedures.
- Budget development including preparation, monitoring and maintaining financial sources.
- Ability to analyze and to write reports to satisfy compliance rules and regulations.
- Management and/or administrative experience within an educational environment.
- Conduct staff meetings, understand and apply Commission on Athletics (COA) and National Collegiate Athletic Association (NCAA) rules, and Federal gender equity requirements (Title IX).
- Ensure coordination and proper monitoring of student athlete eligibility with coaches, counseling faculty, Admissions and Records and the Financial Aid Office.



## Qualifications—Preferred (continued)

- Evidence of sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities as these factors relate to differences in learning style.

## Qualifications — Knowledge, Skills & Abilities

- Demonstrated organizational skills.
- Represent the District at local, state, or national meetings pertinent to specific assignment.
- Communicate effectively with administrators, faculty, staff, students and the public.
- Excellent written and verbal communication skills in addition to excellent interpersonal skills dealing with administrators, faculty, coaches, classified staff and the public.
- Ability to effectively perform the duties and responsibilities of the position.
- Experience supervising classified personnel & coaches.

## The Application Process

All applications must be complete and submitted online by 11:59 pm PT on Sept. 19, 2014 at <https://jobs.smc.edu/applicants/jsp/shared/Welcome.css.jsp>.

Application documents must include:

- A completed District application;
- Cover letter to include why you are interested in the position of Assistant Athletic Director;
- A detailed resume of professional experience;
- Copies of transcripts (need not be official);
- Three (3) letters of recommendation.

## Important to note:

- Incomplete applications *will not* be considered.
- If assistance is needed, contact the Office of Human Resources, 310.434.4415

## General Information

For information on benefits, compensation and salary schedules, please go to <http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/default.aspx>.

## EEO Statement

The Santa Monica Community College District is committed to the principles of equal employment opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District. The District's Board Policy 3120 (EEO) may be accessed at: [http://www.smc.edu/ACG/Documents/Board\\_Policy\\_Manual/BP\\_3000\\_Human\\_Resources.pdf](http://www.smc.edu/ACG/Documents/Board_Policy_Manual/BP_3000_Human_Resources.pdf)

## Accommodation

Candidates with legally-defined disabilities may request reasonable accommodation in the interview and the selection process by notifying the Office of Human Resources.



Santa Monica College  
1900 Pico Boulevard  
Santa Monica, CA 90405

For questions or assistance, contact:  
Office of Human Resources  
Tel: 310.434.4415  
Hours: M-F 8:00am—5:00pm PT  
[www.smc.edu](http://www.smc.edu)

**Santa Monica College**

**Position Announcement**

**Assistant Athletic Director**

**\$104,367—\$120,991**

**Applications accepted online  
July 28 — September 19, 2014**

**Equal Employment Opportunity Employer**



**Changing Lives in the Global Community  
through  
Excellence in Education**



## Changing Lives in the Global Community through Excellence in Education



# VISION



## The Position - Assistant Athletic Director

Under the general direction of the Dean/Athletic Director, or designee, the incumbent will provide leadership in matters relating to the overall day-to-day operations of the Athletics Department including supervision of classified staff. The Assistant Athletic Director will supervise the Project Manager and classified support staff in the department.

This position will include a combination of day, evening and weekend assignments, and will act as the Athletic Director in the absence of the Athletic Director.

## Primary Duties & Responsibilities

- Assist the Dean/Athletic Director with the development, direction, implementation and supervision of the SMC Athletic Programs for men and women.
- Communicate with a variety of community college personnel and others to coordinate program activities, provide guidance and direction and assist in other program-related issues.
- Supervise athletic activities to assure compliance with California Community College Athletics Association, Southern California Football Association, Commission on Athletics, Western State Conference, as well as community and related policies and procedures.
- Manage, supervise and evaluate staff in positions related to game management and student workers.

## Primary Duties & Responsibilities, cont.

- Collaborate with coaches and District's Public Relations Office to ensure publicity, posting of statistics and marketing of all sports events through the Athletic Department and team specific websites.
- Work cooperatively with administrators, faculty, staff, students and the public.
- Assist Dean/Athletic Director with oversight of the Athletics Department to ensure that every athletics team activity is properly set up and managed. This includes the monitoring and review of budget preparation, requisition of supplies and equipment, team travel arrangements and scheduling of officials.
- Participate in participatory governance and administrative committee meetings as assigned and maintain positive community relations. Represent the college at various community meetings.
- Work with the Campus Student Health Center and other medical facilities to ensure student athletes' health and safety by monitoring, tracking and documenting physical examinations, health issues, and injured athletes.
- Coordinate, schedule and arrange activities needed for game management, including scheduling referees, completing conference documentation, arranging transportation and scheduling facilities.
- Assist with the development, implementation, and supervision of fundraising events and activities, as appropriate and as authorized by District policies and procedures.
- Ensure the academic progress of athletes and provide coordination and supervision for academic support programs.

## The District

Santa Monica Community College District is a single campus district composed of a main campus and five satellite campuses located in the City of Santa Monica, County of Los Angeles.

The District is governed by a seven member Board of Trustees, elected at large, and a student trustee, and serves the entire Los Angeles Metropolitan area.

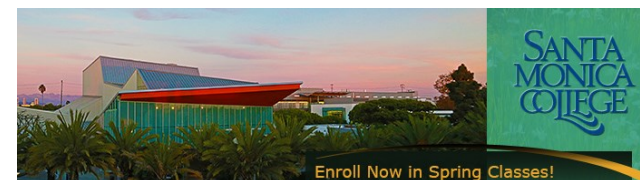
## Vision Statement

Santa Monica College will be a leader and innovator in learning and achievement.

As a community committed to open dialog and the free exchange of ideas, Santa Monica College will foster its core values: knowledge, intellectual inquiry, research-based planning and evaluation, academic integrity, ethical behavior, democratic processes, communication and collegiality, global awareness and sustainability.

## Global Connectivity

Santa Monica College is nestled within one of the most ethnically and socially diverse regions of our country. The student body reflects this diversity on a global scale. As a two-year higher educational institution, SMC is committed in an on-going effort for employees to reflect the diversity of the students and communities served by this unique College.



***Santa Monica College is committed to the principles of equal employment opportunity regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with Federal, state and local regulations.***