



Athletics and Recreation Job Summaries

Job Code	Job Title	University Job Summary
11713 11712 11711	Chief Athletics Officer	<p>Chief Athletics Officers serve as the Chief Administrative Officer (CAO) of athletics providing strategic and operational leadership to the university's intercollegiate athletics program. They are responsible for providing administrative leadership and strategic direction to all intercollegiate sports teams and ensuring all programs fully comply with university, conference, and NCAA rules and regulations. They are also responsible for core administrative activities and the development and maintenance of athletic facilities. They represent the university to internal and external stakeholders and possess the authority to set and change the strategic goals of the areas assigned. They exercise considerable latitude on how results are achieved, using independent judgement for complex issues. The quality of their decision-making has a critical impact on student athletes, departmental goals, and the university mission. Chief Athletics Officers typically report to the university president.</p>
11613 11612 11611	Athletics Director	<p>Athletics Directors provide strategic and operational leadership to the university's intercollegiate athletics program. They are responsible for providing administrative leadership and strategic direction to all intercollegiate sports teams and ensuring all programs fully comply with university, conference, and NCAA rules and regulations. They are also responsible for core administrative activities and the development and maintenance of athletic facilities. They represent the university to internal and external stakeholders and possess the authority to set and change the strategic goals of the areas assigned. They exercise considerable latitude on how results are achieved and exercise independent judgement for complex issues. The quality of their decision-making has a critical impact on student athletes, departmental goals, and the university mission. Athletics Directors typically reports to the university president.</p>
11523 11522 11521	Deputy Director, Athletics	<p>Deputy Athletics Directors provide senior leadership and management oversight in support of the strategic goals of athletics programs and the university mission. They participate in the development and implementation of strategic initiatives, long-term planning, capital projects, and departmental budgets of one or more assigned intercollegiate athletic programs. They exercise considerable latitude on how results are achieved and articulate the mission and values of the Athletics Department to internal and external stakeholders. The quality of their decision making has significant impact on student athletes, departmental goals, and the university mission. Deputy Athletics Directors typically report to the Athletics Director.</p>
11513 11512 11511	Executive Associate Director, Athletics	<p>Executive Associate Directors support the strategic goals of athletics programs and the university mission by providing administrative leadership and management oversight in operational matters. They serve in a leadership role to support daily operations and participate in long-term strategic planning for one or more assigned intercollegiate athletic programs. They are typically responsible for areas such as business services, external affairs, budget oversight, accounting and finance, human resources, contracts, fundraising, marketing, and ticket sales. They represent the university to both internal and external stakeholders, and their decision-making has a significant impact on student athletes, departmental goals, and the university mission. Executive Associate Directors typically report to the Athletics Director.</p>



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11416 11415 11414 11413 11412 11411	Director, Sports Programs	<p>Directors typically provide operational management for a university-wide student services program within one or more intercollegiate or recreational sports programs with shared-responsibility for planning, policy formation, and strategic implementation of programs or services. They typically ensure policy and legal compliance and manage other professional staff. Directors collaborate with internal and external constituents to achieve overall strategic goals. They have a significant impact within the department, influencing service delivery and operational goals. Under the direction of senior leadership, they exercise independent judgement for complex issues to ensure departmental objectives are met. They typically report to executive leadership.</p> <p>NOTE: The Director job is a supervisory job and is intended for positions that have three or more full-time direct reports who are typically managers of functional areas. Positions that meet the scope of the Director job that have fewer than three full-time direct reports should be placed in the Senior Administrator job.</p> <p>Senior Directors are responsible for long-range strategic planning and must possess a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals through innovative new programs, services, or practices. Senior Directors assume a higher level of responsibility and authority in compliance and legal matters.</p>
11326 11325 11324	Associate Director, Sports Programs	<p>Associate Directors typically serve as operational managers providing daily administration for a university-wide student services program within one or more intercollegiate or recreational sports programs. They typically ensure policy and legal compliance, manage other professional staff, and support the implementation of strategic and operational goals established by executive and senior leadership. Associate Directors collaborate with internal and external constituents. They have a measurable impact within the department, influencing service delivery and operational goals. Under the direction of senior leadership, they exercise independent judgement for complex issues, referring more complex issues to a higher level. They typically report to executive leadership.</p> <p>NOTE: The Associate Director job is a supervisory job that is intended for positions that have three or more full-time direct reports who are typically managers of functional areas. Positions that meet the scope of the Associate Director job that have fewer than three full-time direct reports should be placed in the Senior Administrator job.</p>
11323 11322 11321	Assistant Director, Sports Programs	<p>Assistant Directors support strategic goals and the university mission by providing daily administration of one or more intercollegiate or recreational sports programs. They are operational managers responsible for the supervision and development of staff or the development and implementation of services. They may be responsible for multiple components of a comprehensive or specialized program. They implement the operational goals established by executive and senior leadership. Assistant Directors typically serve as liaisons between internal departments or functional areas in order to achieve operational goals. They have a measurable impact within the department and influence service delivery and operational goals. Under intermittent supervision, they exercise independent judgement for routine-to-moderately complex issues, referring complex issues to a higher level. They typically report to executive leadership.</p>



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		<p>NOTE: The Assistant Director job is a supervisory job that is intended for positions that have three or more full-time direct reports who are typically managers of functional areas. Positions that meet the scope of the Assistant Director job that have fewer than three full-time direct reports should be placed in the Administrator job.</p>
11916 11915 11914 11913 11912 11911	Administrator, Athletics and Recreational Sports	<p>Administrators provide administrative management of one or more functional units, departments, or business units. They are typically responsible for overseeing and coordinating all administrative affairs, with strategic management of daily operations as a primary purpose. The role may have direct and indirect reports. They typically serve as liaisons between internal departments or functional areas in order to achieve operational goals and serve as a resource to lower-level staff. Their decision-making has a significant impact on service delivery and student success. Administrators work under intermittent supervision, resolving complex issues independently and referring unprecedented issues to a higher level. They typically report to executive or senior leadership.</p> <p>NOTE: The primary purpose of the administrator job is the strategic management of daily operations and not primarily supervision, although the role may have direct and indirect reports.</p> <p>Senior Administrators serve in a senior capacity with the equivalent scope and authority of the Director role but with fewer than three functional area managers as direct reports. They are responsible for long-range strategic planning and the application of a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond the internal scope of the department through innovative new programs, services, or practices. Senior Administrators assume a higher level of responsibility and authority in compliance and legal matters.</p>
11236 11235 11234 11233 11232 11231	Head Coach	<p>Head Coaches provide strategic leadership for all aspects of an intercollegiate athletics program. Their typical duties include but are not limited to fostering student-athlete performance and development; mentoring and evaluating assistant coaches and support staff; recruiting new players; creating game strategies; and monitoring program budgets. They ensure all activities of the assigned sports program fully comply with university, conference, and NCAA rules and regulations. Under the direction of senior leadership, they possess the authority to make complex, independent decisions to ensure program goals are met. Their decision-making has a significant impact on student athletes, program goals, and the university mission.</p> <p>Senior Head Coaches possess greater knowledge of the coaching profession as well as intercollegiate athletics, distinguishing them from Head Coaches. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
11226 11225 11224	Assistant Coach	<p>Assistant Coaches provide operational leadership for an intercollegiate athletics program. Their typical duties include but are not limited to fostering the development of student athletes, assisting with the recruitment of new players, supporting game strategies, and</p>



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11223 11222 11221		<p>managing a program budget. They collaborate with the head coach to ensure all activities of the assigned sports program fully comply with university, conference, and NCAA rules and regulations. They possess the authority to make routine, independent decisions to ensure program goals are met while referring more complex issues to the head coach for resolution. Actions at this level have a measurable impact on student athletes, program goals, and university mission. Assistant Coaches typically report to the head coach of the program.</p> <p>Senior Assistant Coaches possess greater knowledge of the coaching profession, distinguishing them from Assistant Coaches. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
11213 11212 11211	Athletics Trainer	<p>Athletics Trainers provide athletic training services including the prevention, evaluation, treatment, referral, and rehabilitation of injuries and illnesses of student athletes. Their responsibilities typically include testing and evaluating student athletes for training regimens; assigning training regimens; treating injuries; rehabilitation; medical referrals; coordinating team physicals and activities of team physician; collaborating with coaching staff in developing conditioning, weight training, and nutrition programs for athletes; advising coaching staff as to daily medical status of injured players; collaborating with physicians and other medical personnel on referrals and the return of injured student athletes to full participation status; and maintaining established safety standards. They may work independently or as part of a team. The quality of their decision making has a measureable impact on student athletes and team performance. They work under general supervision, independently resolving moderately complex issues and referring more complex problems to a higher level. They typically report to a manager or director or in some areas may report to an administrator.</p>
11116 11115 11114 11113 11112 11111	Sports Coordinator	<p>Sports Coordinators perform a wide variety of administrative, logistical, operational, and technical tasks to support to an intercollegiate or recreational sports program. They may be responsible for the coordination and implementation of one of more functional or technical aspects of a comprehensive program such as media, marketing, compliance, facilities support, game day operations, equipment management, fitness and wellness, and administrative support. Their responsibilities may include developing and monitoring budgets; operating facilities and overseeing maintenance; managing risk; developing policies and procedures; and administering, assessing, and evaluating programs. Sports Coordinators may serve as liaisons to academic schools, business units, departments, or to the general public to coordinate athletic and recreational programs, projects, or services. They may work independently or as a member of a team. They work under general supervision, resolving most standard issues independently and referring complex issues to an upper-level manager. Sports Coordinators typically report to a manager or director or in some areas may report to an administrator.</p> <p>Senior Sports Coordinators possess greater knowledge of the athletics and recreation field, distinguishing them from Sports Coordinators. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique</p>



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		<p>or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
11016 11015 11014 11013 11012 11011	Certified/Non-Certified Fitness Instructor	<p>Non-Certified Fitness Instructors provide programming support that, among other things, encourages physical fitness and wellness and educates students about life-saving techniques and recreation and leisure. They are typically responsible for directing personal training; leading group fitness classes; providing information or resources about nutrition, weight control, and lifestyle choices; giving emergency first aid if needed; and inventorying and maintaining equipment. They may work independently or as part of a team. They work under general supervision, resolving routine-to-moderately-complex issues independently and referring more complex issues to a higher level. They typically report to a manager or director or in some areas may report to an administrator.</p> <p>Certified Fitness Instructors possess greater knowledge of the fitness instruction profession, distinguishing them from Non-Certified Fitness Instructors. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>