

THE CITY UNIVERSITY OF NEW YORK
CAREER OPPORTUNITY

Hunter College

Title	Assistant Athletic Director for Facilities & Operations (Higher Education Assistant)
Location/Department	Intercollegiate Athletics/Office of Student Services
Position Detail	
FLSA Status	Exempt
Compensation	Commensurate with experience
Web Site	www.hunter.cuny.edu
Notice Number	MP12813
Closing Date	Open until filled with review of resumes to begin 12/26/06.

POSITION DESCRIPTION AND DUTIES

The Assistant Athletic Director for Facilities & Operations will be responsible for:

- Hiring, training and the supervision of part time and full time support personnel;
- Coordination of gymnasium schedules for athletics, recreation, physical education, and outside rentals;
- Site preparation of all athletic and recreational events working in conjunction with the equipment room personnel;
- Management of keys for the facility and implementation of security procedures within the Sportsplex;
- Liaising with physical plant personnel, campus security, house keeping, central reservations, etc.;
- Establishing efficient procedures/policies for equipment, supplies,

purchasing, storage and daily operations;

- Consulting and direct involvement of capital improvements, renovation construction and reconstruction of "Sportsplex";
- Developing a future plan of proposed needs;
- Assisting the Director of Athletics in risk management reviews and legal issues;
- Training staff to properly enforce policies for safe usage of the facility;
- Implement a daily facility check list/log;
- Preparing budget proposal for staffing, repair, operation and maintenance of the facility;
- Implement the use of a security video system;
- Other duties as assigned.

QUALIFICATION REQUIREMENTS

A Bachelor's degree in Sports Management or related field and four years experience in the field of facilities and operation management required. A Master's degree, knowledge of NCAA rules and regulations, involvement in collegiate athletics, manual labor willing, budgetary and accounting competency, and certification in pool operation preferred. Excellent interpersonal, communication and computer skills necessary.

TO APPLY

Send a current resume and the name, address, and phone number of three references to:

Address:

Terry Wansart, Director of Athletics
Hunter College
WB317
695 Park Avenue
New York, NY 10021
Email: terry.wansart@hunter.cuny.edu

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