

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: ATHLETICS & RECREATION Level A, Pay Grade 6

LEVEL DEFINITION	This level covers position responsible for managing and developing athletic programs.
TYPICAL RESPONSIBILITIES	May include: managing an athletic program including scheduling, budget preparation and program development; managing external relations with the business community and alumni groups; assisting with the development and implementation of coaching programs; assisting with the development of athletic therapy, drug education and academic advising programs; managing student athlete awards programs; recruiting coaches and staff; assisting in the evaluation of programs; and assisting with program promotions.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding athletic program schedules and budgets.
SUPERVISION RECEIVED	Works independently within general guidelines and policies. Work is reviewed in terms of achievement of defined objectives.
SUPERVISION EXERCISED	Manages staff and is responsible for hire, discipline, evaluation and termination.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of five years of related experience, or the equivalent combination of education and experience.