

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	PE/Athletic Specialist	Range:	38
Date Revised:		Date Approved:	September 12, 2023

PRIMARY PURPOSE

This position is responsible for performing a variety of administrative and technical responsibilities to support an athletic department/program, including student-athlete orientation, monitoring student-athlete eligibility, and compliance with all laws, rules, regulations, and codes established by the California Community College Athletic Association (CCCAA) and/or associated with national, state, and conference codes. This position supports the District-wide strategic directions, goals, and core values outlined in the Educational and Facilities Master Plan (EFMP).

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Ensure implementation and compliance of established local, state, and federal laws, and District policies and procedures; ensure compliance with all rules, regulations, procedures, and policies for the intercollegiate athletics program as established by the constitution and bylaws, CCCAA, the National Collegiate Athletic Association (NCAA), National Association of Intercollegiate Athletics (NAIA), Orange Empire Conference (OEC) and other conference and professional associations; assist in the revision of District policies and procedures, as necessary.
2.	Access student information systems to retrieve class rosters, student academic records, and other information, which often may be non-routine and confidential, to evaluate athletic eligibility and certify student athletes for intercollegiate athletic competition.
3.	Collect, record, maintain, distribute, and report all student-athlete eligibility requirements as they pertain to athletic participation and academic progress; develop and update lists of eligible athletes for distribution to Athletic Director, coaches, and athletics staff; assemble and update recruiting and eligibility folders with current pertinent athletic forms and information; conduct eligibility meetings for all athletic teams.
4.	Assist new student-athletes with orientation and information on college services and resources with an emphasis on eligibility requirements within the CCCAA and OEC. Monitor various processes pertaining to student-athletes, including academic requirements and verification of ability to graduate.
5.	Prepare athletic priority registration lists; assist in scheduling of student-athlete counseling appointments and verify that student-athletes have valid educational plans.
6.	Coordinate athletics' transportation schedule and travel, including vans, charter buses, hotel lodging, meal stipends, reimbursements, and tournament entry fees. Assist in management of officials scheduling and payment. Compile sport schedules, rosters, and other information to support Athletic Director and staff.
7.	Compile and analyze financial information for yearly budget preparation and year-end closing; track and monitor available department Class Related Program Activities fund (CRPA), Bursars, Foundation, and operating funds; prepare clear and accurate financial records and reports for Athletic Director and coaches.
8.	Create correspondence, memos, letters, agendas, and reports; revise schedules, forms, reports, records, and other information; compile statistical information for use in reports and award nominations.
9.	Assist with planning, organizing, and coordinating a variety of meetings, workshops, conferences, and special events, as assigned.
10.	Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

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11.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
12.	Perform related duties as assigned.

OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

The PE/Athletic Specialist maintains frequent contact with athletic administration, faculty, staff, coaches, student-athletes, outside agencies, and the public.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Sixty (60) semester units from an accredited college or university and three (3) years of experience working in an athletics environment or related field or a bachelor’s degree from an accredited college or university and one (1) year experience working in an athletics environment or related field.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of athletic program functions and operations
- Knowledge of intercollegiate sports regulations and practices including California Community College Athletic Association (CCCAA) rules and regulations
- Knowledge of CCCAA, NCAA, and NAIA athletic eligibility and transfer requirements
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of basic budgeting principles and terminology
- Ability to assist with the management of tasks of an athletic program
- Ability to compose correspondence and prepare documents with minimal guidance
- Ability to prepare clear and accurate financial records, correspondence, and other written materials
- Ability to interpret, apply and reach sound decisions in accordance with applicable law, rules, regulations, policies and department procedures
- Ability to communicate clearly and effectively
- Ability to establish and maintain effective working relationships with District management, staff, external agencies, and others encountered in the course or work
- Ability to plan, oversee, implement, and coordinate assigned program operations and activities, as well as staff and volunteers
- Ability to plan, organize and prioritize work

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Ability to meet schedules and timelines
Ability to understand and follow written directions
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

Requires a valid California Driver's License.

WORKING CONDITIONS

College or District office environment, athletic stadiums and events; subject to constant interruptions and frequent interaction with administrators, management, faculty, staff, and students; occasional travel to other locations to attend meetings or conduct work. Subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities. May be subject to performing physical activities such as, but not limited to, lifting, bending, standing, climbing, or walking while performing demonstrations and providing student assistance.
