

**Director, Student Programs and Athletics**  
**Porterville College**  
**Kern Community College District**  
**JOB DESCRIPTION**

## **Definition**

The Director, Student Programs and Athletics, is an administrative position that reports directly to the Vice President, Student Services, and is responsible for: planning, directing, and coordinating the operations of student activities on campus, including student government, outreach, and the intercollegiate athletic program.

## **Examples of Duties**

1. Plan, direct and review the student activities programs, implement program goals and objectives; recommend and administer policies and procedures.
2. Prepare and distribute information related to activities sponsored by student organizations; develop and maintain a calendar of student events and coordinate with other campus events.
3. Represent the student activities programs in a variety of meetings.
4. Recruit, organize and advise a variety of student clubs and groups.
5. Recruit and facilitate student participation in student government; serve as the advisor and general coordinator to student government; promote student participation in student government.
6. Participate in the development and administration of the student activities program budget, materials and supplies, and monitor and approve related expenditures.
7. Provide leadership and develop partnerships with area high schools, public and private agencies, businesses, and community groups.
8. Develop and coordinate a public schools outreach program.
9. Participate with outside agencies in various outreach activities including career fairs, College nights and high school presentations.

### Example of Duties (continued)

10. Organizes and administers all the programs of intercollegiate competition in men's and women's sports.
11. Conduct regular meetings and training to promote strict adherence to conference and state athletic rules, regulations, and codes.
12. Prepares and manages the annual budget and monitors all athletic-related expenditures in a fiscally responsible manner.
13. Organizes the athletic department to achieve maximum efficiency in the utilization of staff, funds, and facilities and ensures appropriate and equitable distribution of funds and use of facilities between men's and women's sports.
14. Implement federal, state, and local policy and procedures governing intercollegiate athletics.
15. Coordinates all activities related to the scheduling of all athletic events, facilities, and transportation as necessary.
16. Participates in the selection, supervision, and evaluation of the coaches, support staff, and athletic trainers.
17. Represents the College and the athletic program to the community, Central Valley Conference, and the California Commission on Athletics.
18. Prepare local and state reports and coordinate program review.
19. This position will include assignments at off-campus sites, days, evenings, or weekends.
20. Performs other duties as assigned or necessary in the management of student activities programs, collegiate athletics, and outreach.

## **Minimum Qualifications**

Masters degree in any field of study.

### Desirable:

- Administrative experience at the community college level.
- Experience in a college educational setting.

## Knowledge and Abilities

- Ability to interpret and apply National Collegiate Athletic Associate, California Commission on Athletics, and Central Valley Conference rules and regulations.
- Excellent organizational, administrative, financial management, oral and written communication skills.
- Ability to direct and supervise the work of others and to maintain effective and cooperative working relationships.
- Demonstrated sensitivity to and willingness to work with students from diverse academic, socioeconomic, cultural, and ethnic backgrounds, and students with disabilities.
- Commitment to the academic development of all student-athletes and to the mission of the College.

## Working Conditions

Environment: Office and outdoors

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
3	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## Status/Rationale

This is an educational administrator position. This position has direct responsibility for the athletic and student activities programs of the College.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

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(Date)