

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

---

**POSITION TITLE:** Assistant Athletic Director

**DEPARTMENT:** Athletics

**REPORTS TO:** Associate Dean of Athletics/Athletic Director

**SUPERVISES:** N/A

**FLSA:** Exempt  X (part-time)  Non-Exempt \_\_\_\_\_

**DOCUMENT STATUS:** New/**Date:** 06/20/2018 **Revision #**  1  **Date:** 04/24/2024

**TRAVEL:** Travel is an expectation of this position

**COMPENSATION:** \$5000.00 / Year (\$2,500.00/semester paid via stipend)

**COLLEGE-WIDE**  X  **CAMPUS:**  X  **RANGELY**   **CRAIG**

---

**ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:**

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

**GENERAL SUMMARY:**

The Assistant Athletic Director oversees compliance, sports information, and assist in game management for CNCC Athletic Program, including but limited to advising for all student-athletes. The Assistant Athletic Director will follow all regulations within Region 18, SWAC, NJCAA and CNCC policies and procedures. The Assistant AD is also expected to assist the Associate Dean of Athletics/Athletic Director with all athletic budgets, personnel, compliance and fundraising.

**PRIMARY DUTIES:**

1. Assist with the development of the overall strategic vision for the CNCC athletic department.
2. Develop strong professional relationships with athletic department personnel, college faculty/staff, and external constituents.
3. Serve as the backup as CNCC liaison to Region 18, Scenic West Athletic Conference and NJCAA.
4. Will be responsible for compliance with NJCAA recruiting, athlete eligibility, and other NJCAA requirements.
5. Work in collaboration with the Athletic Director and coaches to establish facility schedules, transportation, and special events.
6. Assist Associate Dean of Athletics/Athletic Director and coaches with fundraising.
7. Be responsible for sports information of all athletic events and news.
8. Assist the Associate Dean of Athletics/Athletic Director all athletic reports, including eligibility, recruiting and scheduling to ensure full compliance with NJCAA rules and regulations. Assist with required audits as appropriate and needed.
9. Assist with game management or help make arrangements for game management for all home events.

10. Oversee student athlete advising and supervise assistant coaches and others during the advising process.
11. Collaborate with the Associate Dean of Athletics/Athletic Director and coaches are issues in the department.
12. Responsible for other duties as assigned by the Athletic Director and/or the President

### **ESSENTIAL QUALIFICATIONS:**

*This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:*

1. **Education and Training:** Bachelor's degree.
2. **Prior Related Experience:** Five years of professional experience in athletics that includes a combination of supervising staff, working with NJCAA regulations, budgeting, and/or management. Coaching experience required. Working familiarity with the rules and regulations of the NJCAA. Coaching
3. **Licensure/Certification:** Must possess a valid Colorado driver's license.
4. **Equipment Skills:** Knowledge of required equipment and operation for CNCC athletic teams.
5. **Other Qualifications:**
  - Ability to communicate effectively, verbally and in writing.
  - Ability to establish and maintain effective working relationships with all levels of college staff, college organizational units and departments, as well as units external to the organization.
  - Ability to work well with coaches from different sports. Ability to manage operational budget.

### **PREFERRED QUALIFICATIONS:**

1. **Education and Training:** Master's Degree.
2. **Prior Related Experience:** Five (+) years of working knowledge of NJCAA rules and regulations.
3. **Licensure/Certification:** Valid CDL.

## ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than ½ hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing			X			
Walking			X			
Ability to be Mobile				X		
Crouching (bend at knees)		X				
Kneeling/Crawling	X					
Stooping (bend at waist)		X				
Twisting (knees/waist/neck)			X			
Turn/Pivot		X				
Climbing		X				
Balancing		X				
Reaching Overhead		X				
Reaching Extension		X				
Manual Dexterity				X		
Pushing/Pulling			X			
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.						
Lifting/Carrying		X				
1 - 10 lbs.		X				
11 - 20 lbs.		X				
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					

<b>Other physical demands:</b>						
<b>Sensory Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
<b>Other Sensory Requirements</b>						
<b>Environmental Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Safety requirements (i.e. clothing, safety equipment required, activities performed)	X					
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)	X					
Operation of equipment, tools, vehicles		X				
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
<b>Other environmental requirements:</b>						

---

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

---

Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_