



## Facility Manager and Coordinator of Student Success and Eligibility Athletics

HPEA/17

### **JOB SUMMARY**

This position performs specialized duties in support of the recruitment of student athletes and in support of student athletes' academic success and managing the day-to-day operations of the Physical Education and Athletics Complex.

### **MAJOR DUTIES**

- Manages the maintenance and cleaning of the facilities; submits maintenance requests.
- Oversees the scheduling and day-to-day operation of the PE and Athletics Complex.
- Supervises special events hosted at the facilities.
- Processes requests for facility usage.
- Processes work orders.
- Coordinates the maintenance of the pool and related facilities.
- Hires, supervises and schedules lifeguards for all pool activities.
- Ensures the maintenance of appropriate chemical levels in the pool.
- Maintains all required safety records and files.
- Provides academic advising to athletes and Physical Education majors; evaluates transcripts, develops plans for study, and provides information about college policies and procedures.
- Conducts team registration sessions during pre-registration for all sports.
- Recruits prospective students during campus Visitation Days and Recruiting Fairs.
- Serves as the Student Success Counselor/Retention Specials for athletes and Physical Education majors.
- Provides support and assistance to online students.
- Sends graduation audits to the Graduation Coordinator for processing; authorizes drop/add forms; assists students with advising and registration.
- Maintains knowledge of program and degree requirements.
- Evaluates online classes to ensure minimum standards are met; communicates with faculty to resolve issues.
- Maintains the Health and Physical Education website.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of public swimming pool management principles and practices.
- Knowledge of facilities management principles.
- Knowledge of health department rules and regulations.
- Knowledge of swimming pool chemistry.
- Knowledge of academic program and degree requirements.
- Knowledge of college academic policies and procedures.
- Knowledge of student success and retention principles and practices.
- Knowledge of student recruitment principles.
- Knowledge of computers and job-related software programs.
- Skill in advising students.
- Skill in referring students to appropriate resources.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.

## **SUPERVISORY CONTROLS**

The Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include program and degree requirements, Board of Regents policies and procedures, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied specialized facilities management duties. The variety of tasks to be overseen and the unique needs of each student contribute to the complexity of the position.
- The purpose of this position is to direct the day-to-day operations of the PE and Athletics Complex and recruit student athletes and to provide support for student academic success. Success in this position results in the successful provision of managing these facilities, overseeing student workers and the recruitment of qualified students and contributes to the academic success of those students.

## **CONTACTS**

- Contacts are typically with co-workers, other college personnel, students, high school counselors and teachers, parents, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting, standing, stopping, walking, bending or crouching.
- The work is typically performed in an office and in pool facilities.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position supervises assigned student worker(s) and life guards.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.