



Assistant Director of Athletics

Date: September 20, 2021

Title of Position: Assistant Director of Athletics

Bargaining Unit / Salary Range: Salary and Benefits commensurate with the Agreement between the MCCS Trustees and the MEA Administrators Unit. This position is a Level 1 budgeted at \$37,011.79.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, however, other duties may be assigned.

The Assistant Director of Athletics will assist the Director of Athletics, Housing & Security in administering the intercollegiate athletic program to include scheduling, facility and game management, media relations and administrative record keeping for league purposes. The position will manage, in coordination with the appropriate department heads, a diverse offering of summer camp/academic learning experience programs, including programs not focused on athletics, for middle and high-school aged students to support the College's strategic enrollment goals. The position requires an abundance of night and weekend hours during the academic year (September-May). Valid driver's license and ability/willingness to drive a 15-passenger bus is required. Proof of Covid-19 vaccination will be required prior to first day of employment.

REQUIRED QUALIFICATIONS:

- Associates Degree in Athletic Administration, Sports Management, Recreation, Management or related field OR Associates Degree with 3+ years of experience in collegiate level athletics administration
- Valid driver's license
- Satisfactory completion of CMCC passenger bus driver training (to be conducted toward end of hiring search process)

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in Athletic Administration, Recreation, Management or related field
- Prior experience managing collegiate level athletics and/or summer camp programs
- Synthetic turf management experience

APPLICANT PROCESS: Consideration of applications will begin October 4, 2021, and continue until the position is filled. Please send a letter of application addressing the above, a current resume including names, addresses and telephone numbers of three references, and a completed CMCC employment application (available at www.cmcc.edu) to:

Suzanna Gallant, Director of Human Resources
Central Maine Community College
1250 Turner Street
Auburn, ME 04210
sgallant@cmcc.edu

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