



ASSIGNMENT OPPORTUNITY ANNOUNCEMENT

Assistant Athletic Director

Stipend: \$7,203.94 Per Semester

Closing Date: January 31, 2025

Supervision:

This position reports to the Associate Dean, Athletics

Tasks and/or Activities Required:

- Assists the Associate Dean of Athletics with planning, directing, and supervising the safe and efficient conduct of all competitions, events, and activities involving Glendale Community College intercollegiate athletics teams.
- Provides assistance in supervising and monitoring all Athletics Department and individual team fundraising activities to ensure compliance with board policies and administrative regulations.
- Assists with program review and resource requests for intercollegiate athletics; engages in ongoing program evaluation, assessment, and planning activities.
- Assists with training and oversight to ensure compliance among Athletics Department personnel and student athletes with all policies, regulations, and procedures for the intercollegiate athletics program as established by the California Community College Athletic Association (CCCAA), Western State Conference (WSC), and Southern California Football Association (SCFA).
- Serves as the college's representative to the CCCAA, WSC, and SCFA and represents the college on various conference, regional, and statewide athletics associations and committees;
- Assists with program compliance with Title IX regulations; conducts research and completes state and federal gender equity in athletics reports as required.
- Works with the Office of Student Affairs and athletic eligibility specialist to monitor student-athlete academic progress and eligibility for intercollegiate competition.
- Collaborates with athletics counselors and student services programs to provide academic success and support services for student athletes.

- Involved with the programs and activities of the Center for Academic Success in Athletics (CASA);
- Participates on the Academic Success and Support Team (ASST) as assigned.
- Provides oversight for home athletic contests (i.e. Fall/Winter: Weeknights and Weekends, Spring: Weekday afternoons and weekends); plans and coordinates staffing and game management needs for all home athletic contests;
- Assists with the planning and organizing of special events and fundraising efforts on behalf of intercollegiate athletics program.
- Promotes the GCC athletics program throughout the community and area K-12 school districts.
- Provides support to athletic teams, staff and coaches as assigned.

Preferred Qualifications:

- Experience creating and/or supporting equity programs for students
- Scholastic coaching experience and/or other experience working with student-athletes

Stipend and/or Released Time:

\$7,203.94 Per Semester

Term of Assignment:

This assignment will be for two years and will be subject to annual review by Associate Dean of Athletics and/or Dean of Student Affairs.

Application Procedure:

1. Interested faculty members should submit a letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee composed of the Dean of Student Affairs, Associate Dean of Athletics, one Classified staff, two faculty (head coach from women & men teams) will interview the candidates for the position.

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.
This position is subject to availability of continued funding.*

**Released Time/Extra Pay Assignment
Application**



APPLICATION FORM
Assistant Athletic Director
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Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

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