

PERALTA COMMUNITY COLLEGE DISTRICT – November 2019

CLASSIFIED JOB DESCRIPTION

**PROGRAM SPECIALIST/ATHLETICS & KINESIOLOGY
(SEIU Salary Range 75)
Job Code: 268**

CLASS PURPOSE

Under general supervision of the Dean of Student Services, performs professional work in planning, coordinating, and developing activities and programs related to the Athletics and Kinesiology Departments.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Monitors, and oversees activities related to the Athletics and Kinesiology Departments
- Evaluates and develops procedures to maintain compliance with all college, District, Board, and California Community College Athletic Association (CCCAA) policies
- Prepares, updates, and maintains Athletic Department and CCCAA reports and records
- Process and verify weekly eligibility checks for each sport as required by CCCAA and update coaching staff accordingly
- Maintain liaison with College and District departments and administrators
- Interprets and applies Athletics codes, regulations, and policies
- Review and update student athlete and coach handbooks
- Organizes and conducts training for student athletes and department staff, under direction of the Dean of Student Services.
- Develops and maintains relationships with Athletics staff, coaches, directors, and compliance staff from other institutions.
- Organizes and maintains department files, data, and confidential student records
- Maintains, reviews and monitors department budgets. Initiates budget transfers and requisitions. Prepares reports and records concerning department budget activities.
- Monitors and tracks student athlete academic progress; verifies and manages student eligibility rosters
- Prepares written correspondence as related to athletics and kinesiology
- Collects and disseminates athletic and kinesiology department information to students, athletes, staff, and external agencies

Job Description: Program Specialist/Student Activities

- Updates and maintains Athletic Department website
- Responds verbally and in writing to inquiries and information requests
- Receives student complaints and directs them to the appropriate administrator or department
- Publicizes and promotes Athletic program events and activities in cooperation with athletic department
- Provides administrative and technical support for the Athletics Department
- Prepares faculty assignment letters
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Graduation from an accredited college or university with a bachelor's degree in one of the social sciences, business, or related field and one (1) year of experience working in student services or athletics; or an equivalent combination of training and/or experience that could likely provide the desired knowledge and abilities to perform the duties of the position.
2. Demonstrated ability to prepare and monitor budgets.
3. Knowledge and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, Outlook, and PowerPoint), email, personal computers, and other standard office equipment
4. Ability to prepare and maintain accurate and complete records and reports.
5. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of applicable Federal and State laws, regulations, procedures, and guidelines
- Ability to evaluate and make recommendations on improvement to existing activities and operations.
- Ability to interpret and apply applicable laws, rules, regulations, and guidelines
- Ability to take and pass the California Community College Athletic Association (CCCAA) Compliance Exam
- Ability to establish and maintain effective working relationships with administrators, faculty, students, and the general public.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

Job Description: Program Specialist/Student Activities

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

Standard Office Equipment.

Revised: N/A