Job Title: Project Specialist, Athletics
Reports to: Director, Athletics
FLSA Status: Salaried Exempt
Level: 117
Position Class:

Job Summary:

This position is responsible for supporting the implementation of an effective, efficient, and successful intercollegiate athletic program at the State College of Florida. Plans, coordinates and manages the admission and orientation process for student athletes. Works collaboratively with the College Development Office to increase revenues for the intercollegiate athletics program and with Public Affairs & Marketing to coordinate promotional programs and Web communications specific to the intercollegiate athletics program.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of workforce, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Coordinates admission, placement, and assessment support for all student athletes in collaboration with appropriate Educational and Student Services division offices.

2. Develops and implements specific student-athlete orientations and workshops that encompass educational planning strategies, personal safety and wellness, and civic responsibilities.

3. Assists with eligibility determinations of all student-athletes.

4. Under the general direction of the Director of Athletics, and working collaboratively with Public Affairs & Marketing, plans, coordinates, and implements a comprehensive promotional program (i.e. publications, social media, design development) that supports and promotes the College’s intercollegiate sports teams.
5. Working collaboratively with Public Affairs & Marketing manages the athletic department Web communications and presentations; helps ensure that Web information is current, accurate, and consistent with the College style guide and standards.

6. Serves as liaison from Athletic Department to College Development Office to collaboratively and strategically design, organize, monitor and implement short and long-term fund development plans to increase revenues to support the strategic direction of the College’s intercollegiate athletics program.

7. Plans and implements recognition and appreciation opportunities for all Athletic department donors/contributors.

8. Serves on various division and college-wide committees and advisory boards as assigned.

9. Other duties as assigned.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  
  A baccalaureate degree is required from a regionally accredited institution, preferable in public relations, marketing, or a related communications field. Experience in managing programs that involve customer service, publication development, and/or revenue generation, preferably in a college environment.
  
  Knowledge of intercollegiate athletics preferred.

- **Supervisory Experience:**
  
  One or more years of “lead” employee experience, including project team management and coaching.

- **Language Ability:**
  
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Excellent English listening and speaking skills required. Spanish language proficiency is an asset.
• **Math Ability:**

  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

• **Reasoning Ability:**

  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

• **Computer Skills:**

  To perform this job successfully, an individual should have basic knowledge of word processing software, spreadsheets, Internet, e-mail system, and PowerPoint software, and experience with Web site content management systems and social media. Must become efficient with current College database software and other College required software within one month of hire.

• **Certificates and Licenses:**

  None required.

**Responsibility for People and Property:**

None required.

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has routine contact with students and all levels of SCF staff.

• **External Contacts:**
  This position has frequent, direct contact with student-athletes and parents, outside vendors, community agencies, businesses and media companies, volunteers, and occasional contact with state and other regulatory agencies.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be
made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use manual dexterity, reach with hands and arms, and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk, climb or balance and stoop, kneel, crouch, or crawl and lift up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. **Training:** State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. **Continuous Improvement:** State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.
**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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