

HILBERTCOLLEGE

OPEN POSITION ANNOUNCEMENT

November 4, 2019

JOB TITLE: Athletics Facilities & Event Management Coordinator (10-month, full-time)

REPORTS TO: Director of Athletics

DEPARTMENT: Athletics

Job Summary: Supervise athletics facilities and coordinate scheduling of all athletics facilities, including rental activity and community groups. Serve as the site supervisor and staff athletics home events, as assigned. Maintain a monthly/yearly calendar with all varsity practices and games, as well as any scheduled campus events. Manage all rentals and paperwork for Hilbert varsity athletics teams at off-campus locations and for groups renting Hilbert College athletics facilities. Monitor facility protocol for compliance with all NCAA, state and institutional guidelines. Work with Director of Athletics and coaches to ensure that facilities align with NCAA sport-specific rules. Staff and supervise home events, as assigned. Collaborate with campus and community groups for athletics special events. Prepare and manage budget for athletic facilities. Coordinate facility risk management and safety evaluations. Supervise operations in the Hawks Fitness Center and Hafner Recreation Center, including cleaning and maintenance of all indoor/outdoor facilities. Identify equipment to be purchased. Oversee all aspects of student employment, including supervision and support, and timely submission of paperwork and timesheets. Maintain positive, collegial relationships with department and campus partners.

Requirements/Qualifications: Knowledge of NCAA, AMCC, and NEAC rules and regulations. Strong interpersonal and communication skills, both written and verbal. Able to multi-task at a high level, establish priorities and meet deadlines. Knowledge of fitness equipment and machinery and equipment used for athletic venues. Able to work independently as well as supervise others. Strong organizational and communication skills. Good computer skills, proficient in Microsoft Office, Word, Excel, Internet Explorer. Able to lift and carry heavy objects (up to approximately 50 lbs.). Able to work flexible hours, including evenings and weekends. Bachelor's degree required. Minimum 1 year of post-graduate experience working with athletics event management and facilities. Ability to manage recording and streaming of athletics events for film exchange. Valid driver's license. Experience with graphic design and video editing preferred.

Interested candidates should submit a cover letter, resume and contact information for three professional references to:

Megan Valentine
Director of Intercollegiate Athletics
athleticjobs@hilbert.edu

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