



## Athletics and Physical Education Job Family: **Associate Director Athletics Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA.***

### GENERIC JOB PROFILE SUMMARIES

Associate Director Athletics I MANAGEMENT	Associate Director Athletics II MANAGEMENT
Responsible for compliance with NCAA and Ivy League rules	Responsible for compliance with NCAA and Ivy League rules
Assist with developing, overseeing and monitoring operating and gift budgets in area of responsibility	Develop, oversee and monitor operating and gift budgets in area of responsibility
Assist Assoc Dir with all aspects of Intercollegiate Athletics	Manage all aspects of assigned division: Intercollegiate Athletics, Finance and Personnel, Physical Education, Facilities or Communications
Supervise, hire, train and evaluate staff reporting to the position	Supervise, hire, train and evaluate staff reporting to the position
Assist in developing department-wide strategic planning	Assist in developing department-wide strategic planning
Serve as liaison with University departments, Ivy League, and NCAA offices as appropriate	Serve as liaison with University departments, Ivy League, and NCAA offices as appropriate
Assist with developing and administering department, IVY, and NCAA policies and procedures	Develop and administer department, IVY, and NCAA policies and procedures
Serve as senior-level staff to the Director of Athletics	Serve as senior-level staff to the Director of Athletics

**JOB FACTOR PROFILE TABLE**

FACTOR PROFILE	11115 ASSOCIATE DIRECTOR ATHLETICS I, BAND G	10060 ASSOCIATE DIRECTOR ATHLETICS II, BAND H
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	Bachelor's degree; 2 but less than 4 years of experience or equivalent	Bachelor's degree; 3 but less than 5 years of experience or equivalent
<b>IMPACT</b>	Substantial impact	Substantial impact
<b>CONTACTS - INSIDE</b>	Coordinate major activities Persuade others to take particular course of action	Coordinate major activities Persuade others to take particular course of action
<b>CONTACTS - OUTSIDE</b>	Develop and make presentations and negotiate with others	Develop and make presentations and negotiate with others
<b>CONTACTS - STUDENTS</b>	Occasional contact dealing with highly sensitive matters	Occasional contact dealing with highly sensitive matters

FACTOR PROFILE	11115 ASSOCIATE DIRECTOR ATHLETICS I, BAND G	10060 ASSOCIATE DIRECTOR ATHLETICS II, BAND H
<b>SUPERVISION</b>	Provide supervisory direction to other supervisors	Provide supervisory direction to other supervisors
<b>COMPLEXITY</b>	Occasionally required to develop new innovative solutions, services, products, processes, & programs. Work requires sophisticated reasoning skills	Continually required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment
<b>LEVEL OF DECISION MAKING</b>	Responsible for making decisions concerning policy-setting, research, planning, or students	Responsible for making decisions concerning policy-setting, research, planning, or students
<b>FREEDOM OF ACTION</b>	Directly affect several departments within a college, school or administrative unit Significant effect on students and employees	Directly affect several departments within a college, school or administrative unit Significant effect on students and employees
<b>EFFECT OF DECISION MAKING</b>	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice
<b>WORKING CONDITIONS</b>	Normal working conditions, including no or limited exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required