

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Athletic Contest Coordinator

POSITION OVERVIEW

The Athletic Contest Administrator is a temporary, part-time position under the supervision of the Director of Athletics. The employee serves as the Administrator on Duty for home athletic contests ensuring competition occurs in a safe and welcoming environment in accordance with Maine Maritime Academy, North Atlantic Conference, New England Men's and Women's Athletic Conference and NCAA rules, regulations and policies.

DUTIES

- Coordinate greeting and accommodations for visiting teams and game officials.
- Ensures contest facility conditions and standards meet conference and NCAA guidelines.
- Ensures a proper game environment is maintained at all times with an emphasis on safety of all spectators, team members and coaches.
- Serves as the primary point of contact for home and visiting coaches as well as officials during home contests.
- Provides supervision of the Equipment Operations Coordinator's student staff in his or her absence.
- Other duties as assigned.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Ability to embrace the school's mission;
- High professional and ethical standards for handling highly confidential materials;
- Strong interpersonal skills (oral and written communications, presentation skills, personal demeanor, judgment, and diplomacy);
- Ability to inspire and motivate;
- Strong analytical and time management skills;
- The ability to establish strong and effective personal and professional relationships;
- The position requires strong planning and organizational skills, attention to detail, and ability to effectively manage multiple projects;
- The successful candidate will demonstrate flexibility and initiative, and the ability to work independently as well as part of a team.

REQUIREMENTS

- Bachelor's degree from four year college or university,
- Proven willingness and ability to work collegially and within a team,
- Proven ability to work effectively with a diverse population and to display a genuine interest in the community of the school,
- Exceptional planning, organizational, and ability to manage competing tasks.

- Outstanding work ethic, as well as a high level of demonstrated initiative, self-direction, and self-confidence.

PHYSICAL/ENVIRONMENTAL FACTORS

- Contacts include Alumni, Parents, Students and various external and internal constituencies;
- This job requires the capacity to work evenings and weekends as necessary;
- Occasionally lift and move up to 80 pounds.
- Occasional long hours/days and weeks, irregular schedule
- Exposure to the elements during regularly scheduled outdoor activities