



Non-Instructional Position Request Form
2015-2016

2015 - 11

This request process is to be used only for new classified and administrative positions (full or partial).

The entire college community is welcome to submit requests.

Title of Position Requested: Athletic Eligibility Specialist/Sports Information Director
Division/ Unit: Kinesiology/BSBA

Please attach a current or proposed District job description and indicate if this is a request for / to: (for assistance, contact College Admin. Asst. at x1632)

- New position: 75%
of 30 hours per week, # of 10 months per year.
- Increase an existing funded position:
from: 9, 10, 11 month to: 10, 11, 12 month
from: Click or tap here to enter text.% to: Click or tap here to enter text.%
- New categorically funded position: (will be presented as information only & not ranked)
of Click or tap here to enter text. hours per week, # of Click or tap here to enter text. months per year.

Justification:

1. For background- please briefly summarize the position: what it does, where it works, to whom it reports, & list what other personnel are in this unit.

The Sports Information Director (SID)/ Athletic Eligibility Specialist (AES) will perform a variety of public information functions including the publicity and promotion of the college athletic programs, through the college athletic website and social media. This will be achieved through the use of announcements, news releases, and publications which may be distributed to the media and the community; through the college's athletic website; and through direct requests for information. Athletic Eligibility Specialist would serve 150+ student-athletes and would certify weekly athletic eligibility, conduct athletic eligibility workshops for each team, monitor progress reports (grade checks), serve as the LPC liaison with the California Community College Athletic Association (CCCA) regarding student athlete academic progress and athletic eligibility certification. Las Positas College is also hosts large athletic events, including CCCAA State Basketball Championships (2016 & 2017), the CCCAA State Water Polo Championships (2016), Northern California Regional Water Polo Championships (2016), and the Coast Conference Swimming & Diving Championships (2016). With new mandates as of July 1, 2013 requiring compliance with the CCCAA Bylaw 4.3.3 that athletic programs update and report their stats and scores within 48 hours of each game being played. It is necessary that we have a person in place with access to our website, knowledge of athletics, and is able to monitor and input stats in a timely fashion. As intercollegiate athletics competes five to six nights per week the need for updating the website is essential and reporting and submitting of stats on the CCCAA website/ Presto sports is now mandated. There are no other personnel that have any of the duties of the SID in their job description. For eligibility, we have one administrative assistant who takes care of the entire division (BSBA), all academic and athletic matters. Our department used to have a second administrative assistant, but upon retirement, the position was terminated (Carolyn Smutny) and duties were assigned to the department Administrative Assistant (Mary Hargiss). This person would report to the Athletic Director/Dean of BSBA.

- a. Give some historical perspective of the changing workload over a 3-5 year period:
Example: Workload unit 1= # Bio/Chem lab students/semester > 2010=900 2015=1000 Change over time is =11%

Workload unit 1=: 6 sports, approximately 100 athletes > 2010: Click or tap here to enter text.
 2015: 10 sports, approximately 170 athletes. Change over that time is increase in 70 % for total athletes and 60% increase in sports offered.23

Workload unit 2=:Click or tap here to enter text. > 2010:Click or tap here to enter text. 201_: Click or tap here to enter text. Change over that time is Click or tap here to enter text.%

2. How will this position have a positive impact on the following (briefly include excerpts from your Program Review or other)-
 - a. your Program Review: This request is listed in the Kinesiology& Athletic Program Review, under Human Resources.
 - b. our LPC Planning Priorities: This request will meet student needs through long-range planning of student support offerings, and complement facility and site planning needs, and technological needs.
 - c. other requirements or needs detailed in Master Plans or accreditation: This position relates to and addresses the following Goals and Strategic Directions of the Master Plan: A2, A5, B1, B4, C3, D1, D2, D5 (see attached Master Plan overview). This position would allow us to increase our Educational Excellence, Community Collaboration, Support Organizational Resources, and Organizational Effectiveness.

3. What other alternatives have been considered in lieu of this position to meet programmatic demands? The alternatives are to have one Administrative Assistant continue to be overworked in a division/department with too many requirements. We have looked into a student-worker to take care of some of the website information and posting scores, but there are concerns with a student having access to the website and athlete information.

4. What is the consequence of not funding this position?
 It jeopardizes the eligibility of players and risks team/school sanctions from CCCAA for non compliance (forfeiture of games). In addition, prospective student-athletes research athletic programs through websites and social media, which LPC lacks in general and especially in athletics. We also struggle with recognition within the school and community for our student-athletes that excel in their sport, the classroom, or both.

5. Has this position or a similar position been presented to RAC previously and in what years? Explain.
 Yes. This position was requested in 2013-2014.

For accurate costs below, requestor must contact College Admin. Asst. in the LPC Office of Administrative Services (ext. 1632).

Estimate Increase/ Proposed Annual Salary Cost:	\$ \$25,060	**NOTE** Full time = 20-40 hrs. per week or 50%-100%. Regular Hourly= 18 hrs. or less per week (<50%).
Estimate Benefits Cost: (50% of salary)	\$ \$12,530	
Total Cost for Position:	\$ \$37,539 <u>37,590</u>	

Reviewed by & Date _____
 College Administrative Assistant, Office of Administrative Services

Important request deadlines for 2015/2016 (subject to change):

Mon., Sept. 14, 2015 request to Division Dean by end of business

Wed., Sept. 16, 2015 presented at Division Meeting

Fri., Sept. 18, 2015 due in Administrative Services Office with VP signature

Thu., Oct. 1, 2015 deans will present to Resource Allocation Committee

Signatures:

Jason Craighhead Sept 14, 2015
Requestor Date Submitted

Reviewed by:

[Signature] [Signature]
Dean/ Unit Administrator Vice President

JOB DESCRIPTION

Athletic Eligibility Specialist/Sports Information Director

The Athletic Eligibility Specialist/Sports Information Director handles all facets of sports information by promoting and publicizing the athletic program at Las Positas College, as well as conduct and certify athlete eligibility according to CCCAA rules and regulations.

Duties and Responsibilities

This position creates, maintains, and reports athletic eligibility according to CCCAA rules and regulation. In addition, develops strategies to build campus spirit and visibility around athletic events by updating and maintaining a dynamic and timely athletic website; creating and maintaining a social media presence, developing video content and keeping statistics and records for all teams and reporting them regularly to governing bodies. This position reports directly to the Athletics Director while also collaborating closely with Communications colleagues and student assistants to:

1. Maintain and establish initial eligibility for ten sports;
2. Monitor and report to CCCAA: eligibility rosters weekly, schedules, season logs and statistics;
3. Provide accurate results and statistics following games;
4. Coordinate information released to the press and broadcast media;
5. Coordinate the compilation of game and season statistics, including the training of those working with Presto statistical software;
6. Monitor sport progress, maintain athletic records and archives;
7. Write, edit, and produce athletic publications such as media guides, programs, brochures, schedule cards, and other marketing materials;
8. Promote LPC Athletics through social media daily;
9. Schedule interviews between coaches or student-athletes and the media;
10. Collect biographical information from players and coaches;
11. Photograph (or be able to provide photographs) of teams, individuals, and coaches;
12. Provide supervision in the press box, on press row, and at the official scoring table to maintain accuracy and integrity of game management personnel and to provide a non-partisan working environment;
13. Serve as a spokesperson for the athletic department; respond to general media questions;
14. Perform related duties as assigned.
15. Demonstrate effectiveness and clarity of verbal and written communication with excellent interpersonal communication skills.
16. Handle all activities and highly confidential information with patience, discretion, tact, and a keen eye for detail.

Qualifications:

Education: Bachelor's degree required, preferably in the areas of sports marketing, sports journalism, communications, or related field.

Licenses/Certificates: A valid driver's license is required or equivalent means of reliable transportation to off-site meetings and events.

Experience: A minimum of 2 years of sports reporting, writing, editorial, website management, photography, and video production experience with increasing responsibility in the areas of college sports information management and sports journalism is strongly preferred. 1 year of experience at an NCAA/NAIA/CCCAA/CCCJA institution is strongly preferred. Must have an extensive understanding and enthusiasm for sports as well as experience with NCAA/CCCAA rules and regulations.

Operation of computers with basic Microsoft Office software (such as Word, Excel, Outlook), associated professional software (such as Adobe InDesign, Adobe Photoshop, iMovie or Final Cut Pro), Presto software, and social media platforms. Familiar with the operation of cameras, video equipment and other digital media.

This position requires an individual to handle multiple tasks, meet deadlines, and work both independently and as a collaborative member of the department and College in support of the College's strategic vision and the department annual goals with a high standard of integrity and ethics. Must have excellent organizational skills. Able to complete work with accuracy and attention to detail. In addition, deploy professional skills (sports reporting, writing, editorial, website management, photography, video production) in collaboration with the Director of Athletics to best promote the Department's and College's strategic interests.

Requires Hours:

The regular hours for this full time position are 30 hours per week on a variable schedule. Holiday, weekend and evening work hours may be required. Travel will be required. Regular hours may vary due to needs of the College or division.

Through this inclusive process, four overarching goals and multiple strategic directions were developed. The goals and strategic directions will assist Las Positas College in decision-making, including resource allocation decisions.

GOALS	STRATEGIC DIRECTIONS
<p>A. EDUCATIONAL EXCELLENCE Ensure excellence in students learning by providing quality teaching, learning support and student support services.</p>	<p>A1. Address the Educational Needs of a Diverse Student Population and Global Workforce A2. Support Existing and New Programs A3. Develop Accessible Class Schedules and Supportive Services A4. Address Needs of Basic Skills Students A5. Assist Underprepared Students A6. Focus on Workforce Readiness A7. Provide Student Opportunities to be Informed, Ethical and Engaged A8. Expand Tutoring Services</p>
<p>B. COMMUNITY COLLABORATION Ensure excellence in student learning by collaborating with community partners to provide educational opportunities that best serve the needs of our students and our community.</p>	<p>B1. Expand K-12 Outreach B2. Update Programs to Serve Workforce Needs B3. Develop and Strengthen Private and Public Sector Partnerships B4. Publicize the Strengths of Las Positas College</p>
<p>C. SUPPORTIVE ORGANIZATIONAL RESOURCES Ensure excellence in student learning by strengthening fiscal stability, providing appropriate staffing levels, meeting evolving technology needs and expanding or updating facilities.</p>	<p>C1. Strengthen Financial Stability C2. Build Infrastructure to Support and Implement Grants C3. Provide Appropriate Staffing Levels C4. Meet Current and Future Technology Needs</p>
<p>D. ORGANIZATIONAL EFFECTIVENESS Ensure excellence in student learning by improving organizational processes and fostering professional development.</p>	<p>D1. Streamline Existing Processes D2. Enhance Transparency and Accountability D3. Expand Professional Development D4. Provide Opportunities for Personnel to Help Each Other With Professional Development D5. Monitor and Analyze Student Performance</p>