

Career Group Concept & Illustrative Examples of Work

Athletics

(To Replace: UH Athletic Equipment Manager I-II,
UH Certified Athletic Trainer I-III, UH Athletic Compliance Coordinator, and
UH Athletic Box Office Manager)

Career Group Concept

The Athletics Career Group consists of positions that provide support services to the intercollegiate athletics program that may involve administers immediate medical treatment to injured athletes, maintenance, procurement, inventorying and stocking a wide variety of athletic equipment and supplies associated with an intercollegiate athletic program or promoting, marketing athletic events, directing box office operations, and administering institutional athletic program compliance with institutional, athletic conference and National Collegiate Athletic Association rules and regulations . Current licensing by the State of Hawai'i and/or registration with a accredited professional organization/board may be required for some positions. Positions in the Career Group range from entry level practitioner positions to positions of subject matter experts and/or program managers/administrators with responsibility to direct and oversee programmatic policies, program operations to include strategic planning, program development and service delivery.

Illustrative Examples of Work:

Note: The “Illustrative Examples of Work” are intended to serve as guides - not absolute standards. A position may be assigned to this Career Group when it meets the Career Group Concept and the majority of the position’s work time is associated with the performance of some of the described duties and responsibilities performed by positions in the Career Group.

Sports Injury Treatment: Administers immediate medical treatment to athletes who receive injuries associated with athletic sport activities; assesses the extent of injury to determine if referral should be made to a licensed medical doctor and to ensure that the athlete is not further injured; prepares individualized rehabilitation/treatment plans for injured athletes and maintains student health records; counsels and advises athletes and coaches in reducing injuries, proper nutrition, weight control and personal hygiene; administers first aid as may be required; consults with physician on treatment and therapy plans; participates in program administration including the preparation of program budgets; directs, manages or assists in the management of the daily operations of an athletic training program; plans, directs and supervises program operations to include the

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promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems and supervises subordinate level professional, para-professionals, student, trainee, technical and clerical personnel.

Equipment Management: Maintains, repairs, orders and stocks athletic equipment and supplies for various sports; insures that all equipment issued is in a safe and operable condition and properly fitted to protect the athlete; makes minor repairs and adjustments to equipment; establishes and maintains an equipment inventory system; prepares or assists in the preparation of budget requests for supplies, new or replacement equipment, costs for repairs; prepares, processes and maintains documentation and records in accordance with established procedures; consults and coordinates with coaches in the provision of protective equipment as requested; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

Promotions, Marketing & Box Office Operations: Plans, develops, implements and coordinates a promotional, public relations and fund-raising program in association with University or University affiliated organizations, e.g., athletic booster clubs, while ensuring that the organizations comply with applicable University and external agency, e.g., National Collegiate Athletic Association, policies, rules and regulations regarding the organization's support and participation; develops, promotes and negotiates marketing plans designed to increase attendance, retail sales and community; plans, organizes and directs box office administration and operations; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems and supervises subordinate level professional, technical and/or clerical personnel.

Athletic Program Compliance: Develops, reviews policies and procedures regarding athletic program compliance; monitors compliance and serves as athletic program contact with regulating agencies; advises athletic administrators, coaches, staff members and student-athletes with regard to eligibility, recruitment and financial aid rules; organizes and administers a compliance program; oversees and monitors recruiting procedures; monitors student-athlete transcripts and schedules for satisfactory progress and eligibility and graduation rates; performance compliance audits; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems and supervises subordinate level professional, technical and/or clerical personnel.