CLASSIFICATION
Program Manager – Student-Athlete Success

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Represented

GENERAL PURPOSE
Under direction, plans, implements, manages and evaluates LBCC’s Student-Athlete Success Program; ensures program compliance with federal and state rules and regulations and District policies and procedures; oversees the college’s Student Athlete Success Center; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
This single-position class is responsible for planning, managing and evaluating the college’s Student-Athlete Success Program. An incumbent is responsible for developing and monitoring program performance measures and ensuring program compliance with federal and state rules and regulations and District policies and procedures. Job functions are broad in scope and provide a degree of administrative discretion in their execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, manages and evaluates LBCC’s Student-Athlete Success Program; establishes program plans, initiatives and activities to meet college and Athletic Department goals and objectives; implements program plans, work processes, procedures and policies required to achieve program performance goals; coordinates and integrates program functions with staff and faculty in counseling, athletics and administration; monitors expenditures against an annual program budget.

2. Provides day-to-day leadership and works with staff to ensure a high-performance student-focused, service-oriented work environment that supports achieving LBCC objectives and service expectations.

3. Provides program assistance to student-athletes in admission, registration and transfer processes; advises student-athletes regarding athletic eligibility requirements and college transfer rules/ issues.

4. Refers student-athletes to multiple college departments: admissions, counseling, assessment, financial aid, EOP-S and DSP-S; arranges/schedules appointments; arranges for referrals to LBCC learning center and tutoring services; provides assistance to students in obtaining athletic scholarship materials.
5. Works to ensure student-athlete compliance with NCAA eligibility requirements; maintains records of all athletic team members’ grades and class attendance; assists student-athletes’ compliance with “12 unit” rule.

6. Assists LBCC athletic team coaches in recruiting high school athletes to the college.

7. Assists LBCC student-athletes in identifying opportunities for and responding to recruitment by four-year colleges/universities; coordinates four-year college coaches recruitment visits to LBCC; assists student-athletes in making the transfer from LBCC to a four-year college.

8. Manages the operation of the Student Athlete Success Center.

9. Prepares and presents student-athlete success program information to school deans, parents and outside groups; compiles, maintains and updates data on LBCC’s persistence rates, retention rates and transfer rates of student-athletes by semester.

10. Represents LBCC at meetings, conferences and seminars regarding the NCAA and the California Commission on Athletics and provides conference reports and updates.

QUALIFICATIONS

Knowledge of:
1. NCAA and California COA programs, rules and requirements; NCAA bylaws and COA rulebook.
2. Principles and practices of program planning and management.
3. Procedures and practices of student-athlete development, counseling, eligibility for sports participation, and college transfer.
5. Principles and practices of sound business communication.
6. LBCCD’s policies and practices pertaining to admission, counseling, athletic recruitment and athletic eligibility.
7. Multiple programs at LBCC that are available to assisting student-athletes to achieve their goals.
8. Research, data compilation, database management, recordkeeping, and reporting techniques.

Ability to:
1. Plan and manage a sound student-athlete focused program in a two-year college.
2. Perform research and analysis on student-athlete trends/status.
3. Understand, interpret, explain and apply NCAA and COA rules and requirements applicable to LBCC student-athlete issues/needs.
4. Present ideas, proposals and recommendations clearly and persuasively.
5. Communicate effectively with student-athletes, their parents and community groups.

6. Coordinate with multiple departments/sections within LBCCD to ensure student-athletes are provided maximum assistance in sustaining their athletic eligibility and positioning themselves for successful transfer to a four-year university.

7. Interact effectively and persuasively with visiting coaches from four-year universities.


9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

10. Exercise sound, expert independent judgment within policy guidelines.

11. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.

12. Establish and maintain effective working relationships with District administrators, management, faculty, staff, community organizations, state and federal agencies and funding sources, local high schools, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in education, physical education, psychology or a related field; and three years of athletic coaching experience at the college or community college level; or three years of responsible experience promoting student-athlete achievement in an institution of higher learning; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. The employee must occasionally lift or push up to 50 pounds.

Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and the ability to adjust focus and distinguish colors.
Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; use math/mathematical reasoning; perform detailed work under changing deadlines on multiple concurrent tasks; work with interruptions and interact with students, District administrators, management, staff, community organizations, state and federal agencies, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works under typical office conditions.