NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Assistant Housing Supervisor/Baseball Intern

Department: Administrative Services  
Job Status: Full Time
FLSA Status: Exempt  
Reports To: Athletics and Housing Director
Grade/Level: Admin/Prof I  
Amount of Travel Required: As needed
Work Schedule:  
Positions Supervised: None
Monday - Thursday 8AM - 6PM  
Contract Length: 10 months
Friday 8AM - 12PM
Or as assigned by the supervisor

Purpose: Under the general supervision of the Director of Housing, the Assistant Director of Housing works cooperatively with the Director of Housing in overseeing the student housing facility, dealing with day to day issues which may arise with the occupants, & providing a safe & opportunistic setting for the students to achieve the total college experience.

Under the general supervision of the Head Baseball Coach, the Assistant Baseball Coach is responsible for working with student athletes, primarily with pitchers. The Baseball Intern may assist with recruiting players, organizing, practicing, maintaining the playing field & practice facilities, scheduling, developing student athletes, fundraising, and representing the college in the community as well as other duties related to the baseball program.

Northeast Texas Community College is a member of the National Junior College Athletic Association and the Region XIV Athletic Conference. Administration, coaches, and the Board of Trustees govern intercollegiate athletics at NTCC within appropriate national, regional, and conference by-laws.

Duties and Responsibilities:

- Reside in the residence hall and share on-call duties with the Director of Housing.
- Work cooperatively with the recruitment and admissions office in student recruiting.
- Create quality housing and baseball programs which will attract students and student athletes to attend NTCC.
- Assist in creating an atmosphere that encourages all students and community members to become involved with the baseball program.
- Assist with scheduling classes for all baseball student athletes in cooperation with the NTCC counseling staff.
- Assist with academic policy for checking and evaluating the baseball player's grades and attendance.
- Assist in maintaining the physical conditioning program of the student athletes during both the regular and off-season.
- Coordinate with the Director of Student Housing in placing baseball players in student housing and occupying a certain number of dorm rooms.
- Assist in setting up proper security matters for the housing facility.
• Use common sense to determine any major disciplinary issues, and report to Housing Director.
• Record disciplinary problems arising with students in the residence hall.
• Monitor student behavior on campus and on road trips.
• Assist with team organization/practices, travel, field maintenance, recruiting, and academic monitoring.
• Maintain the condition of the baseball field.
• Properly prepare all purchase orders and travel vouchers.
• Coordinate with the business office in scheduling transportation.
• Perform other duties as assigned.

Position Characteristics:

• Multi-tasking abilities
• Communicate with students, faculty, administration, and the public
• Ability to assist with a program that is competitive in all respects
• Strong communication skills necessary to work with all residential students.

Qualifications:

• Working knowledge of competitive collegiate baseball required
• Bachelor's degree required
• Previous college coaching and playing experience on a collegiate level preferred
• Strong interpersonal skills and ability to collaborate with diverse individuals, groups, and organizations required
• Ability to serve as a mentor and a disciplinarian
• Strong work ethic required
• Ability to cooperate with others
• Strong organizational and problem solving skills
• Physical capacity to assist with any activities as needed
• Appreciate and understand the role of intercollegiate activities in education and personal development
• Appreciate and understand the role of baseball coach at the community college level.
Signatures:

Assistant Director of Housing / Baseball Intern

Director of Housing

Head Baseball Coach

Vice President for Administrative Services

President

Date

Date

Date

Date

Job description developed: 8/2004
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