**NORTHEAST TEXAS COMMUNITY COLLEGE**

**JOB DESCRIPTION**

**Assistant Housing Director / Baseball Intern**

**Department:** Administrative and Student Services/Athletics/Housing

**FLSA Status:** Exempt

**Reports To:** Athletic Director/Head Baseball Coach/Housing Director

**Job Status:** Full Time

**Grade/Level:** Admin/Prof

**Work Schedule:**
- Monday - Thursday 8AM - 6PM
- Friday 8AM - 12PM
- Or as assigned by the supervisor

**Amount of Travel Required:** As needed

**Positions Supervised:**

**Contract Length:** 9 months

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**GENERAL STATEMENT OF DUTIES:**

**Assistant Housing Director:** 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, and providing a safe and opportunistic setting for the students to achieve the total college experience.

**Baseball Intern:** Under the general supervision of the Head Baseball Coach, the Baseball Intern 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.

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**MAJOR RESPONSIBILITIES:**

**Assistant Housing Director:**
- Reside in the residence hall and share on-call duties with the Director of Housing.
- Attend all workshops, in-service training programs and meetings as designated by the Director of Housing. This includes regular meetings with the Director for the purpose of planning residence hall activities and building staff unity.
• Work cooperatively with the recruitment and admissions office in student recruiting.
• Work to create a quality housing environment which will attract students and student athletes to attend NTCC.
• Record disciplinary problems arising with students in the residence hall, using citation system when necessary.
• Supervise residence hall policies and procedures, residence hall discipline, and citation system. Refer problems and disciplinary areas to the Housing Director in a timely manner.
• Assist in setting up proper security matters for the housing facility.
• Provide communication link with maintenance in establishing proper upkeep of the residence hall facilities.
• Know the physical layout of the facility and the location and operation of fire and safety equipment.
• Perform other duties assigned by the Director of Housing.

Baseball Intern:
• Monitor student behavior on campus and on road trips.
• Assist with scheduling classes for all baseball student athletes in cooperation with the NTCC counseling staff.
• 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. Assist in creating an atmosphere that encourages all students and community members to become involved with the baseball program.
• Assist in creating an atmosphere that encourages all students and community members to become involved with the baseball program.
• Coordinate with the business office in scheduling transportation.
• Assist with academic policy for checking and evaluating the baseball player's grades and attendance.
• Create quality baseball program which will attract students and student athletes to attend NTCC.
• 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.
• Perform other duties as assigned.

POSITION CHARACTERISTICS:
The Assistant Housing Director and Baseball Intern position requires multi-tasking abilities. The Assistant must be able to communicate with students, faculty, administration, and the public. This person must have the ability to assist with a program that is competitive in all respects. The position requires a person with strong communication skills necessary to work with all residential students.
MINIMUM 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 understanding of the role of intercollegiate activities in education and personal development. Appreciate and understand the role of baseball coach at the community college level.

SIGNATURES:

__________________________________________ Date
Assistant Housing/Baseball Intern

__________________________________________ Date
Housing Director

__________________________________________ Date
Head Baseball Coach/Athletic Director

__________________________________________ Date
President