

JOB DESCRIPTION
ATHLETICS COORDINATOR

JOB DETAILS			
Position Title:	Athletics Coordinator	Grade	
Department/Division:	Student Affairs Department		
Reports to:	Associate Manager – Athletics		
Supervises:	None		
Last Updated on:	July 1, 2024		

Job Purpose

To provide administrative assistance and coordination support to ensure athletic activities and student affairs services are delivered in a high quality, timely and efficient manner for the RIT community. This role serves as the main PoC for the Sports Complex and integral to supporting and promoting recreational sports on campus.

Main Duties and Responsibilities:

- Manage Sport Center traffic, ensure appropriate athletic attire and facilities usage
- Coordinate recreational athletics activities and administrative requirements to ensure efficient delivery of athletics activities (social sports and intramurals) and services for RIT students
- Responsible for the administration support, organization, scheduling and reporting maintenance requirements for the Sports Complex
- Responsible for monitoring equipment inventory, maintaining all equipment and ensuring equipment is always readily available for use
- Contribute to the development of the athletics calendar/timeline/schedule and monitor and communicate the athletics calendar to students to support the delivery of athletics requirements
- Support the development, planning and implementation of athletics activities and events for RIT students as per university requirements
- Liaise with students to schedule all athletics activities as per student and university requirements
- Support the recording, maintenance and safeguarding of athletics related documentation and information as per RIT policies and procedures
- . Address and respond to athletics related queries in a timely manner as per RIT policies and procedures
- Responsible for managing the student affairs athletic email account and identifying and responding to athletics related enquiries in a timely manner as per RIT Dubai policies and procedures
- Raise awareness of health and fitness issues and promote participation in athletics activities
- Ensure compliance with all relevant (internal and external) regulations including QHSE requirements using RIT policies and procedures as appropriate
- Assist the RIT community with the safe use of training equipment

Required Minimum Qualifications

- Excellent English communication skills, both verbal and written (Required)
- Bachelor's degree in a Sports Related Field from any reputable university
- Understanding of fitness disciplines, programming & principles. (Required)
- No prior experience required / fresh graduate can be considered for this role
- Medical First Aid Certification
- Proficient in Microsoft Office suite (Word, PowerPoint, Excel, Adobe Photoshop, etc.)
- Strong organizational, customer service and people skills
- Experience working with students, managing students and working in a fast pace and high stress office environment
- Experience working with confidential information and the ability to be discrete and protect student information
- Strongly self-motivated, energetic with innate leadership abilities
- Should be able to articulate a strong commitment to diversity, and can work effectively with individuals from different backgrounds
- Disciplined, hardworking and trustworthy
- Ability to maintain professional relationships with students
- Possess strong positive, motivational, & interpersonal skills
- Evenings and weekend availability required for university programming

Preferred Minimum Qualifications

- Excellent Arabic communication skills, both verbal and written (Preferred)
- Personal training certification or a relevant qualification (preferred)
- Coaching qualifications (preferred)
- Student Affairs experience – Event and student management experience (Preferred)
- Event and sports management experience (Preferred).

Application Procedure:

Please email your application to careersdubai@rit.edu and include the following in your application:

- Subject line must include the source, your name and position you are applying for;
(Name – Athletics Coordinator)
- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
- Resume or curriculum vitae
- Contact information

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted. For more information, please visit RIT Dubai website: www.dubai.rit.edu.