

Assistant Athletic Director  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=260067>

Downloaded On: Jul. 24, 2025 11:45pm

Posted Jul. 23, 2025, set to expire Nov. 20, 2025

**Job Title** Assistant Athletic Director  
**Department** All Jobs  
**Institution** Community College of Philadelphia  
Philadelphia, Pennsylvania

**Date Posted** Jul. 23, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

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**Apply By Email**

**Job Description**

## Posting Details

### Position Information

Position Title: Assistant Athletic Director

Requisition Number: SCA00846

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## General Description

The Assistant Athletic Director assists with overseeing daily operations of selected sports programs, and the coordination of various administrative functions within the department. Responsibilities include planning, programming, supervising, and implementing the duties and functions of a diverse and progressive collegiate athletic, intramural, and recreational program. In collaboration with the Director of Athletics, the Assistant Athletic Director is responsible for the inventory, maintenance and distribution of all intramural equipment and for the coordination of facilities and personnel for all home athletic, intramural, and recreational events. The Assistant Athletic Director works closely with the Athletics department staff in carrying out the philosophy and objectives of the College's athletics program in developing athletic as well as academic and career building skills for the continuing success of student athletes.

## College Intro

*Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.*

*Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.*

## Specific Responsibilities

- Assist in overseeing the day-to-day operations of the Athletics Center.

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- Responsible for the supervision, evaluation, and scheduling of the Athletics staff.
- Provide on-site management, supervision, and preparation of facilities for all intramural and home athletic events.
- Administer all aspects of the intramural programs and events including recruiting, promoting, scheduling, requisitioning, and supervising student assistants and interns.
- Coordinate recruiting visits to the college's campuses, area high schools, and special sporting events, as well as prepare and distribute all necessary literature and documents for each visit.
- Provide student athletes with necessary resources to graduate and transfer to a four-year institution; schedule school visits, provide information from student-athletes' desired schools, and communicate with the various coaches, athletic directors, and admissions offices.
- Responsible for meeting with student-athletes on a weekly basis to ensure that they remain academically eligible.
- Coordinate, schedule, and supervise study hall sessions for student athletes.
- Work in partnership with the Director of Athletics, coaches, and academic support services to develop and implement an academic success program targeted at CCP student athletes.
- Interview, schedule and supervise interns and assign projects throughout the semester.
- Assist in campus-wide programs sponsored by the Division of Academic Student Success.
- Enforce the NJCAA eligibility requirements and College rules to our student-athletes, coaches, students, faculty, staff, and administration.
- Encourage student participation in athletics activities, programs and events.
- Recognize outstanding single or combined student efforts at the end of the season.
- Responsible for Starfish, Athlete Enrollment Confirmation Report, Marketing/Communications, and EPAC Player of the Week submissions/reports.
- Monitor and ensure safety and security of students participating in College athletics events; Act as a liaison with Campus Security for home game contests, special events, and daily activities within the Athletics Center.
- In collaboration with the Athletics department staff, counsel, coach and mentor student athletes in developing athletic as well as academic and career building skills for continuing success.
- Provide the Director of Athletics with monthly and annual reports related to programs and services within area of responsibility.
- Update content in sports management software with team schedules, game results and other sports event information.
- Evaluate and report on the progress of all athletic programs, intramurals, and health & wellness activities.
- Schedule and assign facilities usage by athletic teams, students, etc.
- Attend meetings with college administrative personnel and the NJCAA Eastern Pennsylvania

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Athletic Conference (EPAC) meetings.

- Ensure that each prospective student-athlete provides the Athletics department with an up-to-date NJCAA physical, NJCAA affidavit, official high school and college transcripts.
- Oversee the physical set-up with Athletics staff for athletic contests and special events.
- Ensure that all necessary work orders and repairs to the Athletics Center are scheduled and performed.
- Responsible for paperwork, and refreshments to the NJCAA officials, athletic trainer, and gameday staff; Provide away teams at home games with locker room space, and other necessities.
- Attend all home athletic contests and away contests for postseason playoffs.
- Oversee the relationships between each department at the College to provide accurate NJCAA eligibility information pertaining to student-athletes and athletic programs.
- Deliver quality customer service to both internal and external constituents in a professional, helpful, and courteous manner.
- Perform assigned duties in a manner consistent with the mission, goals, and core values of the College.
- Maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds.
- Perform other duties as assigned.

### Minimum Qualifications

- Bachelor's degree required. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- Five (5) years of professional work experience planning, programming, supervising and implementing diverse collegiate athletics, NJCAA eligibility requirements, intramural, and recreational programs with a focus on the student athlete required.
- Technology proficiency with MS Office Suite, the internet and social media required.
- Valid driver's license required.
- Valid CPR/First Aid certification required or must obtain within first three months of employment.
- Excellent interpersonal, verbal and written communication skills required.
- Strong organizational and time management skills required.
- Proven ability to work with diverse groups of people required.
- Ability to work independently or within a team required.
- Ability to perform multiple tasks with rapidly changing priorities required.

### Preferred Qualifications

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- Master's degree preferred in Sports Management, Sports Administration or other sports related field preferred.
- Familiarity with sports management software programs preferred.
- Professional association memberships in related areas preferred.

Work Location: Main Campus

### **Benefits Summary**

#### **Benefits:**

*"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.*

#### **Full-time faculty and staff benefits include:**

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

#### **Additional College benefits:**

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:  
<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 3

Min Salary/Hourly Rate: \$54,498

Max Salary/Hourly Rate: \$89,921

Job Posting Open Date: 07/16/2025

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Type of Position: Administrator

Employment Status: Full-Time

**Special Instructions to Applicants**

**Interested candidates should complete an online application.**

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

*Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.*

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* How did you hear about Community College of Philadelphia?
  - CareerBuilder.com
  - HigherEdJobs.com
  - LinkedIn
  - The Chronicle
  - Veterans Job Fair
  - Professional & Technology Diversity Career Fair
  - AL DIA - Diversity Career Fair
  - Community College of Philadelphia Website
  - Indeed.com
  - Other
2. \* If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

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(Open Ended Question)

3. \* What is the highest level of education you have completed?
  - ☐ No Response
  - ☐ High School/GED
  - ☐ Associates Degree
  - ☐ Bachelor's Degree
  - ☐ Master's Degree
  - ☐ Doctorate
  - ☐ Other
4. \* Do you have five years of professional work experience planning, programming, supervising and implementing diverse collegiate athletics, NJCAA eligibility requirements, intramural, and recreational programs with a focus on the student-athlete?
  - ☐ Yes
  - ☐ No
5. \* Do you possess a current, valid driver's license?
  - ☐ Yes
  - ☐ No
6. \* Do you have a valid CPR certification, or do you agree to obtain CPR certification within 90 days of employment at the College?
  - ☐ Yes
  - ☐ No
7. \* Is your degree in Sports Management, Sports Administration or another sports related field?
  - ☐ Yes
  - ☐ No

## Documents Needed to Apply

### Required Documents

1. Resume
2. Cover Letter/Letter of Application

### Optional Documents

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1. References

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Abby Ametrano Aametrano@ccp.edu  
All Jobs  
Community College of Philadelphia

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