

Athletics Job Function

	<u>Administration & Operations</u>
55	~Athletics Instructor AT0055
56	~Athletics Management I AT0056
57	~Athletic Compliance Officer I AT0257 ~Athletics Management II AT0057
58	~ Athletics Management III AT0058
59	~Athletics Management IV AT0059

NOTE:

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- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
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Athletics Job Function

Coaching Job Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
55	Athletics Instructor	Bachelor's degree required 2+ years of sport instruction experience Certification in specialty sport/program	<ul style="list-style-type: none"> • Provides instruction to Harvard community and some outside clientele • Develops lesson plans in accordance to the individual needs of the various clientele • Develops the sport programs including private or group lessons, tournaments and clinics • Promotes and schedules programs to ensure appropriate usage of facilities 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides professional instruction for a recreational sport</p>	<p>RECEIVED: Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN: Individual Contributor: Works independently or as part of a team to achieve results.</p>

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56	Athletics Management I	Bachelor's degree required Master degree preferred 3+ years of experience	<ul style="list-style-type: none"> • Manages all aspects of the undergraduate intramural athletics and/or recreation programs and club sports • Responsible for the contest management of intercollegiate varsity sports • Manages the day-to-day operations and programming of athletic fields and facilities • Develops leagues and schedules for intramural athletics program • Assists with the development and management of programs operating budget • Develops and implement risk management procedures and attend competitions to assess safety issues • Serves as the Athletic Department's representative in meetings (e.g. House Master, Deans Office, Alumni Office, and UOS) • Directs the intramural, intercollegiate, recreational and/or contract usage of the athletics facility • Responsible for planning, administering and supervising of a comprehensive year-round schedule of programs for each facility • Directs the event management of special events and activities of assigned athletic facilities • Identifies and manages maintenance and facility improvement projects 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides complex management work for an athletics department/pro gram</p>	<p>RECEIVED: Under General Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN: Individual Contributor: Works independently or as part of a team to achieve results.</p>

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57	Athletic Compliance Officer I	Bachelor's degree required Master or Law degree preferred 5+ years of experience	<ul style="list-style-type: none"> • Manages a comprehensive program to ensure compliance with NCAA and other league regulations and policies • Includes satisfactory progress, initial and continuing eligibility, investigating and reporting violations, rules interpretation and rules education • Contributes to the further development of compliance programs and policies • Manages the conduct of audits and reviews to ensure adherence to all policies, procedures, rules and regulations, and recommends corrective action. • Directs and oversees all aspects of NCAA Division I compliance programs • Oversees, certifies and makes decisions regarding eligibility to intercollegiate student athletes for competition • Makes eligibility waiver determinations based upon NCAA, IV Y League and Harvard University rules • Interprets, manages and communicates rules and regulations • Investigates and reports violations and determines appropriate sanctions • Develops and communicates compliance educational programs for coaches, student-athletes, alumni, and athletic administrators • Represents Harvard at IVY League conference • Assists in negotiating and drafting amendments and/or revisions to Ivy League rules 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides advanced compliance work for an athletics department</p>	<p>RECEIVED: Under General Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN: Individual Contributor: Works independently or as part of a team to achieve results.</p>

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57	Athletics Management II	Bachelor's degree required Master degree preferred 5+ years of experience	<i>The Duties and Responsibilities at this level are similar to those at the prior level.</i>	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides complex management work for an athletics department/pro gram</p>	<p>RECEIVED: Under General Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN: Individual Contributor: Works independently or as part of a team to achieve results.</p>

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58	Athletics Management III	Bachelor's degree required Master degree preferred 7+ years of experience	<ul style="list-style-type: none"> • Supervises, mentors and evaluates intercollegiate coached sports • Oversees five or more sports/coaches • Oversees department budget • Oversees one or more program areas (e.g. Compliance, marketing and external relations, scheduling and travel, athletic communications, strength and conditioning, and medical room) 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Manages multiple areas/units within athletics</p>	<p>RECEIVED: Under General Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN: Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p> <p style="text-align: center;">AND/OR</p> <p>Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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59	Athletics Management IV	Bachelor's degree required Master degree preferred 8+ years of experience	<ul style="list-style-type: none"> • Oversees the administration of the athletics department • Assist in the strategic planning for the Department • Implements Department goals • Develop, supervise and manage the performance of the managers in each unit • Collaborate with Department's chief financial officer to establish goals, determine priorities, identify funding sources and create metrics to measure results • Serve on Ivy committees which deal with League policies • Title IX representative for the Department of Athletics responsible for the equitable treatment of both female and male student athletes 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Manages the whole athletic department or program</p>	<p>RECEIVED: Under General Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN: Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p> <p style="text-align: center;">AND/OR</p> <p>Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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