



## POSITION DESCRIPTION

### North Dakota University System

#### PART A - Identification, Duties/Responsibilities, and Task Inventory

(#'s 1-12a must match HRMS or left blank and include a Position Request/Change form)

1. Name of Employee:		1a. EmpID #:	
2. Position #: <b>00018336</b>	2a. Dept. ID #: 1040	2b. Current or Recommended Salary: \$35,000-\$40,000	
3. Band #/Title: 3000: Professional		3a. Job Family #/Title: 3110: General Administration Professional	
4. Functional Title: <b>DIRECTOR OF BASKETBALL OPERATIONS – MEN’S BASKETBALL</b>			
5. Please check all that apply			
5a. Type of position:	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time	IF Part-Time, FTE Percentage: _____%	
5b. Length of Position:	<input type="checkbox"/> 9 month <input type="checkbox"/> 10 month <input type="checkbox"/> 11 month <input checked="" type="checkbox"/> 12 month	<input type="checkbox"/> Other Month _____	
6. Institution: <b>University of North Dakota</b>		7. Division:	
8. Department: ATHLETIC TOTAL		9. Unit: Men’s Basketball	
10. Work Mailing Address: 2751 2 <sup>ND</sup> AVE N, GRAND FORKS, ND 58202-9013		11. Work Phone: 701-777-2234	
12. Name & Title of Supervisor: Brian Jones, Head Coach		12a. Supervisor Posn # : 00014448	
13. What is the function/mission of your department? The purpose of UND Athletics is to initiate, stimulate and improve the athletics program for student-athletes to promote and develop their education leadership, physical fitness, athletic excellence and provide opportunities for participation in a sport of choice. Its competitive athletics program is designed to be a vital part of the University of North Dakota’s education system by stressing the importance of each student-athlete being an active part of the student body while making satisfactory progress toward a baccalaureate degree.			
14. What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?) To direct day to day operations for the UND men’s basketball program including, arranging all team travel, serve as summer camp director, developing a competitive game schedule under the direction of the head coach, oversee travel and equipment budget, and serve as a liaison with REA staff concerning our team and visiting team practice and game scheduling. Coordinate championship travel/post season participation in NCAA, NIT, CIT, CBI and other post or pre-season tournaments. Must have a commitment to compliance with all NCAA rules and Regulations			
15. Is this position essential during emergencies/closures? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Essential personnel may be required to work during emergencies and closures affecting UND depending on staffing levels required for that particular situation.)			

**PART A - 16. Duties/Responsibilities**

⇒ **Indicate Essential/Secondary.** The following questions should be taken into consideration in the determination:

- Is the duty/responsibility the reason the job exists?
- Is this a highly specialized task or one that requires special education, training, licensure?

**If the answer is yes, the duty is “essential”.**

- What is the percentage of time spent on the function?

**If the answer indicates a great % of time, the duty is probably “essential”.**

- What are the consequences to others or the institution of a failure to perform the function?

**If the answer indicates a high level of accountability, the duty is “essential”.**

NOTE: See Position Description Instructions and examples.

<b>Duty/Responsibility No. 1</b>	Percent of Time 40%	Statement of duty/responsibility (used for evaluation/review of performance):  <b>ADMINISTRATIVE DUTIES/TEAM TRAVEL</b>
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands) <ul style="list-style-type: none"> <li>• Oversee all administrative aspects of the men’s basketball program</li> <li>• Renew coaching memberships for Collegiate Coaches Association, and Minnesota and North Dakota State High school Leagues</li> <li>• Organize coaches Final Four Trip (hotels, flights, tickets, etc.)</li> <li>• Arrange team travel to include: Charters/commercial flights, buses, hotel accommodations, meals, itineraries, handling of all the money and completing post-trip expense reports</li> <li>• Coordinate complimentary tickets for players and coaches for away games</li> <li>• Prepare and submit team travel forms to UND Athletics Business Office</li> <li>• Coordinate end of the year banquet (work with UND Foundations, send out invites, order awards, get caterer)</li> <li>• Assist the coaching staff in all aspects of the program</li> </ul>		

<b>Duty/Responsibility No. 2</b>	Percent of Time 25%	Statement of duty/responsibility (used for evaluation/review of performance):  <b>SUMMER CAMP DIRECTOR</b>
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands) <ul style="list-style-type: none"> <li>• Coordinate all UND Men’s Basketball Camps and Clinics</li> <li>• Plan, develop and coordinate everything for summer camps</li> <li>• Complete data entry for all camper registrations</li> <li>• Prepare all payroll hiring paperwork for submission</li> <li>• Hire workers and develop camp schedules</li> </ul>		

<b>Duty/Responsibility No. 3</b>	Percent of Time 10%	Statement of duty/responsibility (used for evaluation/review of performance):  <b>MASTER CALENDAR</b>
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands) <ul style="list-style-type: none"> <li>• Responsible for scheduling practices and shoot-around times for home and away teams</li> <li>• Serve as the facilities liaison between the Betty Engelstad Sioux Center, the HYSLOP, and the University Wellness Center</li> <li>• Responsible for the master calendar throughout the year, organizing practice times with WBB, VBALL, Soccer and facilities</li> </ul>		

<b>Duty/Responsibility No. 4</b>	Percent of Time 5%	Statement of duty/responsibility (used for evaluation/review of performance):  <b>COMPLIANCE LIAISON</b>
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands) <ul style="list-style-type: none"> <li>• Keep track of practice hours, including individual workouts, strength and conditioning, and team practice hours</li> <li>• Complete and submit any occasional meal forms, community service hours, and any other compliance related issues</li> </ul>		

<b>Duty/Responsibility No. 5</b>	Percent of Time 10%	Statement of duty/responsibility (used for evaluation/review of performance):  <b>GAME SCHEDULING</b>
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands) <ul style="list-style-type: none"> <li>• Communicate with Summit League on conference game schedules each year</li> <li>• Create a competitive non-conference schedule</li> <li>• Talk with other noon-conference programs about scheduling details; including game dates, guarantee amounts, and other game day logistics</li> </ul>		

<b>Duty/Responsibility No. 6</b>	Percent of Time 5%	Statement of duty/responsibility (used for evaluation/review of performance):  <b>ACADEMIC LIAISON</b>
For ADA compliance, see instruction. Responsibility is: <input type="checkbox"/> Essential <input checked="" type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands) <ul style="list-style-type: none"> <li>• Coordinate a master class schedule of all athletes</li> <li>• Oversee coordination of study table</li> </ul>		

<b>Duty/Responsibility No. 7</b>	Percent of Time 5%	Statement of duty/responsibility (used for evaluation/review of performance):  <b>GAME / PRACTICE DUTIES</b>
For ADA compliance, see instruction. Responsibility is: <input type="checkbox"/> Essential <input checked="" type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands) <ul style="list-style-type: none"> <li>• Keep statistics on bench and in practice</li> <li>• Keep track of individual and team fouls</li> <li>• Keep track of individual minutes played</li> <li>• Participate and assist in all on campus recruiting</li> <li>• Organize a scout team for practices and deal with all compliance related issues</li> </ul>		

<b>Duty/Responsibility No.</b>	Percent of Time	Statement of duty/responsibility (used for evaluation/review of performance):
For ADA compliance, see instruction. Responsibility is: <input type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)		

**PART B – Required Experience,  
Characteristics and Ability**

**1. EDUCATION/KNOWLEDGE REQUIREMENT** - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (if you were to recruit today, what qualification would you require?)

<p><b>REQUIRED EDUCATION/TRAINING</b> (choose one)</p> <p><input type="checkbox"/> less than high school diploma  <input type="checkbox"/> high school diploma or GED</p> <p><b>COLLEGE LEVEL</b> (choose one)</p> <p><input type="checkbox"/> 1 year   <input type="checkbox"/> 2 year   <input type="checkbox"/> 3 year   <input checked="" type="checkbox"/> 4 year  <input type="checkbox"/> Associate's   <input type="checkbox"/> Bachelor's</p> <p><b>GRADUATE LEVEL</b> (choose one)</p> <p><input type="checkbox"/> 1 year   <input type="checkbox"/> 2 year   <input type="checkbox"/> post-graduate</p>	<p>Major field of study or degree emphasis (accounting, economics, etc...)</p> <hr/> <p>Specialized subject knowledge (cost accounting, MACRO economics, etc.)</p>
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**Minimum Qualifications:**

- Bachelor's Degree
- Minimum of 5 years of coaching at the NCAA DI or II level
- Minimum of 5 years of coordinating and promoting basketball camps
- Minimum of 5 years of monitoring academic progress of men's basketball student-athletes
- Experience in Synergy and Hudl video editing software
- Experience in coordinating team travel
- Experience in coordinating official recruiting visits
- Successfully complete criminal history background check

Valid Driver's License

Other License(s) or Certification(s) \_\_\_\_\_

**Preferred Qualifications:**

- Master's Degree
- Experience in fundraising
- Experience assisting with equipment and apparel purchasing
- Experience in Photoshop in creating recruiting material
- Experience with hiring and supervision of multiple student managers

**Competencies required:** (i.e. ability to..., demonstrated leadership skills, strong communication skills)

- Excellent communication and organizational skills
- Detail oriented
- Excellent computer skills
- Ability to work with a diverse group of students, coaches, faculty and staff
- Previous supervisory experience

**Work safety requirements:**

- Follow safety rules and promote safe behavior
- Help identify unsafe working conditions and notify supervisor or Office of Safety
- Ensure the safety policies and procedures are being followed
- Report incidents and near misses to supervisor or Office of Safety within 24 hours
- Complete all required safety and other mandatory training requirements

**Work habit requirements:**

- Attendance and punctuality consistently maintained; follows correct procedures for notification
- Use work time appropriately for work activities; attend meetings promptly
- Demonstrate flexibility in scheduling and accepting work assignments
- Follow procedures for requesting leave and reporting absences; provide necessary documentation/releases
- Remain calm, professional, and collegial in all circumstances

2. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING CLASSIFIED POSITIONS		
Position Number	Job Family and Title of Persons Supervised	FTE
	MBB Managers	
	MBB Camp Coaches	
	TOTAL	
<b>3. INDIRECT SUPERVISION:</b>		Total number of classified positions indirectly supervised: 6-10
Total number of student employees or other non-classified employees indirectly supervised:		20

<b>4. HAZARDOUS WORKING CONDITIONS</b>	Unusual or hazardous working conditions related to performance of duties: N/A
	Precautionary measures taken to avoid those unusual or hazardous working conditions:
	Frequency of occurrence of unusual or hazardous working conditions:

<b>5. This position is classified as:</b>		
<input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non-Exempt (eligible for overtime)</b>		
<u><b>Executive</b></u> <input type="checkbox"/> Meets FLSA Salary Requirements	<u><b>Administrative</b></u> <input checked="" type="checkbox"/> Meets FLSA Salary Requirements	<u><b>Professional</b></u> <input type="checkbox"/> Meets FLSA Salary Requirements
<input type="checkbox"/> Primary duty is management of the enterprise or recognized department/subdivision  <input type="checkbox"/> Does the employee have the authority to hire or fire or provide suggestions/recommendations to hire, fire, promote or change status of other employees	<input checked="" type="checkbox"/> Primary duty is office/non-manual work related to management policies/general business operations  <input type="checkbox"/> Work directly related to academic instruction or training	<input type="checkbox"/> Primary duty is work requiring knowledge of advanced type in science or learning  <input type="checkbox"/> Work is original and creative in a field of artistic endeavor  <input type="checkbox"/> Work is teaching in educational institution  <input type="checkbox"/> Work requires theoretical/practical application of highly specialized knowledge in computer systems analysis, programming and software engineering and employee is employed and engaged in these activities
<input type="checkbox"/> Customarily and regularly directs the work of two or more other employees	<input checked="" type="checkbox"/> Customarily and regularly exercises discretion and independent judgment in matters of consequence	<input type="checkbox"/> Work requires consistent exercise of discretion and judgment

**6. PHYSICAL JOB REQUIREMENTS:** Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms			X	
Climb or balance		X		
Pulling/Tugging/Twisting		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Lift & carry: up to 10 pounds		X		
up to 25 pounds		X		
up to 50 pounds		X		
up to 75 pounds		X		
up to 100 pounds		X		
more than 100 pounds		X		
Other (Please Explain):				

My signature below indicates I have read and understand the description of the duties and responsibilities assigned to the position. I also understand that my supervisor and the institution has the right to make changes to duties and work schedule to meet business needs.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**PLEASE ATTACH A BLACK AND WHITE ORGANIZATIONAL CHART**