GRADUATE ASSISTANT
ATHLETIC DEPARTMENT
SITE SUPERVISOR POSITION DESCRIPTION

REPORTS TO: SID, ASID, AD

COMPENSATION: $9,000

PLEASE SEND RESUME/COVER LETTER TO JOSH SOVA: jes353@medaille.edu

DESCRIPTION
Graduate assistants in the athletic department generally work approximately 20 hours per week as an on-site supervisor and assisting full-time department staff with administrative responsibilities. In return for this commitment, recipients receive full tuition remission for graduate work at Medaille College. Recipients are still responsible for school fees.

Medaille must designate a site supervisor, separate from the coaching staff of the home team, for the following events: soccer (m/w), volleyball, basketball (m/w), baseball, softball. The athletic schedule and staff limitations may require a site supervisor to cover multiple events at one time. When this occurs the site supervisor must make sure they can be reached via cell phone when moving from site to site.

In the event that a player or coach is ejected from a contest, it is the on-site supervisor’s responsibility to ensure that individual leaves the team area of the competition site immediately. The ejected individual shall wait in an area out of sight and sound of the competition site, such as a locker room or team bus, until the conclusion of the contest. Ejected student-athletes must be escorted by a coach or other institutional staff member; if a team does not have an institutional staff member present other than the head coach, the host team shall provide a staff escort.

It is recommended that a coach who is ejected be escorted by a staff member of the host institution. The ejected individual shall have no communication with any member of the team or team staff once leaving the contest area. The ejected individual is limited to the spectator area during the suspended contest(s), with no communication permitted with the team during the contest.

RESPONSIBILITIES
• Staff athletic events as an official college employee acting as the on-site supervisor
• Facilitate access to a senior member of the athletics administration as necessary to resolve immediate issues
• Greet visiting teams and officials and provide access to locker rooms and necessary facilities
• Provide introductions to officials and visiting coaches, ensuring they acknowledge assigned on-site supervisor
• Ensure officials, visiting coaches, and security personnel know where to locate on-site supervisor during assigned contests
• Assure safe passage of officials and the visiting team before, during and after the contest
• Maintain crowd control before, during and after the contest
• Ensure officials, visiting coaches, and security personnel know where to locate on-site supervisor during assigned contests
• Assure safe passage of officials and the visiting team before, during and after the contest
• Maintain crowd control before, during and after the contest
• Ensure spectators are kept a safe distance from the field of play and team bench areas and monitor verbal comments, taking action (or seeking assistance) when necessary
• Uphold all conference rules of conduct, including those defined in the conference fan sportsmanship initiative
• Report any problems to the respective athletic director (host or visiting)
• Know institutional procedures for contacting emergency personnel or campus security
• Ensure that fans comply with the fan sportsmanship initiative which will be displayed and read over the public address system. Institutional response to violations of the fan sportsmanship code can range from a warning to ejection from the competition site to banishment from attendance at future events, depending on the severity of the behavior.
• Ensure facilities are “contest-ready” a minimum of 30 minutes prior to game time, and preferably 60 minutes prior. Properly trained game support staff (e.g., sideline runners, lines people, clock operators) should be on site a minimum of 15 minutes prior to game time.
• Supervise student workers for assigned home contests for set-ups and game management ensuring workers sign in and out at assigned location
• Assist with transportation of student workers to home contest locations
• Other duties as assigned by athletic department staff, including assisting the SID with summer maintenance of the website (interfacing with coaches to obtain schedules and rosters)