



ADVISORY TEAM

*Representatives
from the Human
Resources and
Athletics
Departments of the
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contributed to the
design of this
survey:*

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**BOWLING GREEN
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**BUCKNELL
UNIVERSITY**

**DARTMOUTH
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**HARVARD
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**NORTHEASTERN
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**NOVA
SOUTHEASTERN
UNIVERSITY**

**PRINCETON
UNIVERSITY**

**SOUTHERN
METHODIST
UNIVERSITY**

**UNIVERSITY OF
HOUSTON**

**UNIVERSITY OF
MICHIGAN**

**UNIVERSITY OF
VIRGINIA**

INVITATION TO PARTICIPATE

Western Management Group invites your participation in the **2020 Collegiate Athletics Compensation Survey**. Now in its 19th year, this annual survey collects Total Cash Compensation data on Head Coach and Assistant Coach positions in a wide variety of intercollegiate sports, as well as other Athletics Department managerial and staff-level positions.

SURVEY SCHEDULE

1 October 2019
15 December 2019
March 2020

Effective Date of Data
Deadline for Submission of Data
Results Available for Participants via **DataCentral®**

SURVEY RESULTS

SURVEY RESULTS FEE: The survey fee for 2020 is \$1,500, which is all-inclusive, providing access to **BOTH** the **Standard Report** of the survey results as well as **Custom** reporting capabilities via our online, **DataCentral®** reporting system, in both PDF and XLS formats. See page 5 for details.

DISCOUNTS: We are pleased to announce that all discounts offered last year will be offered again this year. Review all discounts that we offer to help moderate your final cost on page 4.

POLICYCENTRAL

The survey also collects and analyzes critical Compensation Policy & Practice information on our web site at **PolicyCentral®**. You can logon at www.wmgnet.com to report and access this information. If you are a previous participant in any WMG survey, your policy information may already be entered in **PolicyCentral**. Just logon, review and update them as necessary.

Western Management Group is a consulting firm whose practice, since 1972, has been exclusively oriented to the development and conduct of third party, specialized compensation surveys. All data received by Western Management Group is safeguarded in accord with the highest professional standards. You may be assured that no participant will have independent access to your data. All data for this survey will remain confidential and will not be divulged to any outside party.

The Collegiate Athletics Survey is available only to participants and cannot be purchased by non-participants. We invite and welcome your participation and trust that the resulting report will be of considerable value in the analysis of your compensation programs. Should you have any questions regarding the survey, please feel free to contact me directly at +1 408 335 7822, or delynn@wmgnet.com.

DeLynn Gentile
Survey Director
+1 408 335 7822



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KEY SURVEY FEATURES

- The survey has been designed to capture compensation data elements important in determining Total Compensation packages for Coaches and other Athletics Department positions, including:

Hourly and Annualized Base Pay Rates
Institution-Wide Bonuses
Athletics Department Bonuses
Third-Party Income
Pay Grade Ranges

Perks Provided
Annual Value of Perks
Benefits Fringe Rate
Number of Months Worked
Percent FTE Worked

- **Coaching Positions** in over 20 intercollegiate men's and women's sports.
- **Other Athletics Department Positions** including positions in Athletics Administration, Operations, Facilities, Marketing, Communications and Events Management.
- Nationwide data covering over 100 geographic areas.
- Data broken out by Geographic Area, NCAA Division, Budget Size and more.
- A variety of Output Report options, including online report generation capability.

SURVEY SCHEDULE

Our schedule calls for the production and distribution of the survey results in March 2020. In order to meet this output schedule, it is extremely important for you to submit your information to us as soon as possible, so we may audit and verify your entries, and have adequate time to clarify any data or policy questions with you.

1 October 2019

15 December 2019

March 2020

Effective Date of Data

Deadline for Submission of Data – \$75 Discount for submitting data on-time!

Results Available for Participants via **DataCentral®**

SURVEY FEES

The survey fee for 2020 is a flat \$1,500, which is all-inclusive. The fee includes a **FULL YEAR** of access to the survey results via our **DataCentral**® online survey report tool. You will have complete access to a wide variety of reports which provide a number of analyses, comparisons, and customization of results from the survey database. With all reports you can produce the results in PDF and XLS Formats, including uploadable versions.

Survey Fee – Provides BOTH Standard and Custom Report Access	\$1,500
Hard Copy of Standard Report (in addition to the fee above)	\$250

SURVEY DISCOUNTS

YOU CAN EARN SIGNIFICANT DISCOUNTS on your 2020 **Collegiate Athletics** survey fees! Western Management Group is offering the following discounts:

- \$75 On-Time Discount if you submit your pay data by 15 December 2019.
- \$175 Previous Participant Discount for all 2019 **Collegiate Athletics** Survey Participants.
- \$250 Multiple Survey Discount participate in BOTH the **Collegiate Athletics Compensation Survey** AND the **EduComp® Compensation Survey** and receive a \$250 discount on your **Collegiate Athletics Compensation Survey** final results. **EduComp** covers staff and administrative positions specific to higher-education institutions, including General Administration, Alumni Affairs and Development, Financial Management, Facilities, Human Resources, Student Services, Research, IT, Public Safety, Library, Museum and more. Further information is available on our website at www.wmgnet.com.
- \$300 New Participant Referral Discount to you for each new participant you refer – PLUS the institution you refer also receives this discount!

SURVEY RESULTS - DataCentral®

All participants will receive 24x7 access to **DataCentral®** where you can download important survey demographic and results definitions information, and have Custom Reporting capabilities, where you can define your own selection criteria for selected cuts.

■ STANDARD DOWNLOADABLE REPORTS

Download the full survey Standard Report which contains ALL data from ALL participants. Your data is included in the computation of job data statistics and totals. Available in both Adobe Acrobat and Excel formats, at no additional cost. A hard copy, printed version of the Standard Report is also available for an additional \$250.

- **General Information:** Includes participant demographics, data element definitions, and results presentation and calculation definitions.
- **Job Descriptions:** Uploadable job descriptions in Excel, Word and Adobe Acrobat are also provided at no additional cost.
- **Summary Report:** Displays the employee weighted or simple average of each pay element for each survey job.
- **Detail Report:** For each survey job, displays employee weighted averages, simple averages and percentile data for each pay element as well as base-to-bonus earnings mix data, and number of employees reported to each FLSA Status.
- **Breakout Report:** For every survey job, displays averages of each pay element broken out by Geographic area, NCAA Division, Institution Type and Institution Budget Size.
- **Uploadable Excel Report:** Provides a job-by-job spreadsheet report with all of the major statistics and pay elements laid out in a readily uploadable format for third party analysis software. Included at no additional charge.

■ CUSTOM GENERATED REPORTS

The Custom Reports offer detailed and full customized reporting capability. Ideal for participants who need reports based on a selected set of participants or to meet specific scoping criteria. You have complete control and flexibility in defining your own peer group for the reports. Results are provided in both PDF and XLS Formats at no additional cost.

- Institution Selections
- NCAA Division
- Institution Size by Budget or Employment
- Institution Type
- Geographic Area: Region/State/Metro Area
- Data Elements and Statistics Calculations
- Custom Percentiles
- Weighted and Simple Averages
- Data Aging
- And much more!

Includes all of the above reports from the Standard Report PLUS

- **Market Comparison Report:** For each survey job, provides a graphic display of your position to market.
- **Uploadable Excel Breakout Report:** Similar to the Uploadable Excel Report above, PLUS adds the ability to split the results into categories such as NCAA Division, Geography or Budget Size.

For a live demonstration of the power, flexibility and capabilities of **DataCentral** go to www.wmgnet.com and take a "test drive" in the Our Features section of our home page. Call or email DeLynn Gentile at + 1 408 335 7822 delynn@wmgnet.com for a guided tour.



SAMPLE – SUMMARY REPORT

20XX Edition: Summary Report
 Report ID = Sample Report

Data Effective Date: 10/1/20XX
 REPRESENTS: Employee Weighted Average
 PAY TYPE DISPLAYED: Annual Rate

Job Title	Grade Range			Institution Bonuses	20XX Actual Earnings			Oct. 1, 20XX Base		# Months Worked	Value of Perks	Fringe Rate	Sample Size	
	Minimum	Control Point	Maximum		Athletics Department Bonuses	Third Party Income	Total Cash Earned	Annual	Hourly				No. of Employees	No. of Institutions
2010 BASEBALL-M:HEAD COACH	\$67,997	\$92,696	\$118,140		\$19,145		\$126,800	\$123,376	\$59.36	12	\$6,687	33.44%	66	66
2011 BASEBALL-M:ASST COACH 1	\$44,434	\$58,427	\$71,089		\$9,728		\$64,474	\$63,547	\$30.58	12	\$6,660	34.15%	63	48
2012 BASEBALL-M:ASST COACH 2	\$45,987	\$74,387	\$89,394				\$63,319	\$63,295	\$30.43	12		34.69%	21	19
2015 BASKETBALL-M:HEAD COACH	\$90,586	\$128,422	\$159,678		\$107,013		\$332,160	\$316,258	\$152.17	12	\$12,017	32.85%	81	81
2016 BASKETBALL-M:ASST COACH 1	\$68,344	\$92,875	\$110,740				\$125,199	\$123,255	\$59.30	12	\$5,875	34.38%	120	71
2017 BASKETBALL-M:ASST COACH 2	\$55,515	\$77,225	\$94,852				\$112,675	\$108,201	\$51.06	12	\$4,369	33.7%	34	25
2018 BASKETBALL-M:ASST COACH 3							\$72,250	\$72,250	\$4.74	8			8	7
2019 BASKETBALL-M:NON-BEN COACH							\$46,243	\$46,243	\$2.23	8			8	5
2020 BASKETBALL-W:HEAD COACH	\$81,132	\$111,497	\$138,467		\$29,643		\$182,867	\$174,514	\$74.54	12	\$10,440	33.19%	82	82
2021 BASKETBALL-W:ASST COACH 1	\$53,185	\$74,751	\$90,146				\$80,000	\$79,000	\$38.01	12	\$7,428	34.61%	113	66
2022 BASKETBALL-W:ASST COACH 2	\$47,416	\$70,217	\$85,430				\$51,583	\$51,966	\$34.60	12		31.17%	30	21
2023 BASKETBALL-W:ASST COACH 3	\$36,604	\$49,703	\$62,042				\$51,034	\$56,834	\$27.32	12		30.75%	9	9

FICTITIOUS DATA

SAMPLE – DETAIL REPORT

20XX Edition: Detail Report
 Report ID = Sample Report

Data Effective Date: 10/1/20XX

02011 BASEBALL-MEN'S ASSISTANT COACH 1

	Grade Range			20XX Actual Earnings				PAY TYPE DISPLAYED: Annual Rate				
	Minimum	Control Point	Maximum	Institution Bonuses	Athletics Department Bonuses	Third Party Income	Total Cash Earned	Oct. 1, 20XX Base Annual	Hourly	* Months Worked	Value of Perks	Fringe Rate
25th Percentile	\$33,660	\$40,392	\$47,124		\$1,269		\$40,000	\$40,000	\$19.23	12	\$4,600	30.0%
50th Percentile	\$44,346	\$52,629	\$66,168		\$9,259		\$50,110	\$50,110	\$24.87	12	\$6,660	35.0%
75th Percentile	\$49,224	\$73,277	\$87,396		\$15,000		\$72,851	\$72,100	\$34.66	12	\$7,800	38.0%
Number Of Employees	29	24	29		6		63	63	63	63	6	38
Employee Weighted Average	\$44,434	\$58,427	\$71,089		\$9,728		\$64,474	\$63,547	\$30.58	12	\$6,660	34.15%
Number Of Institutions	24	20	24		5		48	48	48	48	5	31
Institution Weighted Average	\$43,869	\$57,897	\$70,680		\$8,273		\$1,515	\$60,749	\$29.24	12	\$6,060	34.28%

Earning Mix
 Percentage of Total Employees Receiving Payment 8.9% 100.0%
 Bonus as % of Base Pay - Total Employee Count 9.52%
 Bonus as % of Base Pay - Employees Receiving Payment 15%
 0.77%

FLSA Status Exempt: 88.89% Nonexempt: 11.11%
 Job Match Lighter Match (L) 0.0% Equal Match (E) 9.74% Heavier Match (H) 4.76%

PERKS PROVIDED BY INSTITUTION	NUMBER OF INCUMBENTS	PERCENT OF INCUMBENTS
Auto Allowance	4	6.35%
Club Membership	3	4.76%
Housing Provided		
Housing Allowance		
Meals	2	3.17%
Other	4	6.35%

Empty Cell = No data or insufficient data for analysis.

SAMPLE – BREAKOUT REPORT

20XX Edition: Breakout Report
Report ID = Sample Report

Data Effective Date: 10/1/20XX
REPRESENTS: Employee Weighted Average

PAY TYPE DISPLAYED: Annual Rate

02011 BASEBALL-MEN'S ASSISTANT COACH 1

	Grade Range			20XX Actual Earnings			Oct. 1, 20XX Base		# Months Worked	Value of Perks	Fringe Rate	Sample Size		Relative Index
	Minimum	Control Point	Maximum	Institution Bonuses	Athletics Department Bonuses	Third Party Income	Total Cash Earned	Annual				Hourly	No. of Employees	
NCAA Division														
Division 1A	\$46,717	\$61,107	\$76,430				\$82,563	\$80,972	\$38.93	12	31.5%	28	19	128.05%
Division 1AA							\$52,304	\$51,137	\$24.73	12	34.7%	11	10	81.12%
Division 1AAA	\$45,980	\$61,126	\$75,031				\$60,587	\$60,587	\$29.13	1	38.73%	11	8	93.97%
Division 2	\$41,631		\$61,421				\$41,930	\$41,819	\$20.11	1		9	7	65.03%
Geographic Region														
MW - Midwest: IA, IL, IN, KS, KY, MI, MN, MO, ND, NE, OH, SD, WI	\$33,511	\$42,028	\$50,549				\$50,320	\$50,320	\$41.99	12	34.75%	15	11	78.04%
NE - Northeast: CT, MA, ME, NH, NJ, NY, PA, RI, VT	\$42,549	\$57,193	\$71,836				\$56,459	\$55,411	\$26.77	12	34.92%	14	14	87.56%
PA - California/Nevada: CA, NV	\$51,307		\$79,971				\$63,398	\$62,727	\$32.99	12	37.3%	12	9	107.63%
SE - Southeast: AL, AR, FL, GA, LA, MS, TN							\$53,118	\$53,011	\$25.49	12		6	5	82.48%
Athletics Department Budget														
Not Available							\$40,719	\$40,719	\$19.58	12		8	6	63.15%
\$1.0 to \$4.9 Million							\$59,416	\$59,416	\$28.57	12		7	6	92.15%
\$10.0 to \$19.9 Million	\$40,292	\$53,336	\$65,758				\$54,462	\$53,410	\$25.68	12	36.09%	21	16	84.47%
\$20.0 to \$29.9 Million							\$64,398	\$64,257	\$30.89	12	33.1%	9	7	99.88%
\$30.0 Million and Over							\$104,562	\$102,133	\$49.21	12	31.41%	14	9	162.17%
Institution Type														
PRIVATE - DOCTORAL	\$45,751	\$62,511	\$79,260				\$73,887	\$71,841	\$34.54	12	31.08%	24	18	114.59%
PRIVATE - MASTERS							\$57,268	\$57,268	\$27.76	12	32.08%	7	7	88.82%
PUBLIC - DOCTORAL							\$65,479	\$64,992	\$31.25	12	35.34%	19	13	101.56%
PUBLIC - MASTERS	\$41,736		\$64,081				\$52,440	\$52,440	\$25.21	12	39.97%	11	8	81.33%
Total Job														
Overall National Average	\$44,434	\$58,427	\$71,089			\$9,728	\$64,474	\$63,547	\$30.58	12	\$6,660 34.15%	63	48	100.0%

Empty Cell = No data or insufficient data for analysis.

Note: No breakout data is displayed where less than 3 companies or 5 employees are reporting to any data cut. All data for this job is used when calculating the relative index.

SAMPLE – MARKET COMPARISON REPORT

MARKET COMPARISON REPORT
 REPORT ID = Sample Report

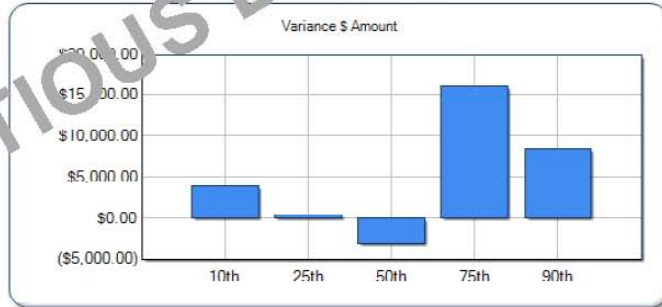
2011 BASEBALL - MEN'S ASSISTANT COACH 1

Report analysis based on the Total Compensation of 4 Employee(s) from My Company and 306 Employees from 56 other companies.

	My Data	Market Data	Variance%	Variance \$
10th	\$41,444	\$37,500	10.51%	\$3,944
25th	\$41,444	\$40,998	1.08%	\$446
50th	\$41,444	\$44,555	-6.99%	(\$3,111)
75th	\$65,998	\$50,000	31.99%	\$15,998
90th	\$65,998	\$57,650	14.48%	\$8,348
Employee Average	\$53,721	\$46,330	15.95%	\$7,391
Company Average	\$53,721	\$46,417	15.73%	\$7,304



Emp Avg Variance % - Over/Under Salary Checkup





2019 PARTICIPANT LIST

American University
Auburn University
Augsburg University
Babson College
Baylor University
Bentley University
Bowdoin College
Brandeis University
Brown University
Bryant University
Bucknell University
California Institute of Technology
California State University/Dominguez Hills
California State University/Fullerton
California State University/Long Beach
California State University/Northridge
Carnegie Mellon University
Columbia University
Cornell University
Creighton University
Dartmouth College
DePaul University
Drexel University
Duquesne University
Eastern Michigan University
Emerson College
Florida Gulf Coast University
Florida International University
Florida State University
George Washington University
Georgetown University
Grand Valley State University
Harvard University
Illinois Institute of Technology
Indiana University
Indiana University/East
Indiana University/Kokomo
Indiana University/Northwest
Indiana University/South Bend
Indiana University/Southeast
Indiana University-Purdue University Indianapolis
Ithaca College
James Madison University
Johns Hopkins University
Lafayette College
Lehigh University
Loyola Marymount University
Macalester College
Massachusetts Institute of Technology
Middlebury College
New York University
Northeastern University
Northwestern University
Nova Southeastern University
Ohio University
Pomona College
Princeton University

Providence College
Rensselaer Polytechnic Institute
Rice University
Rochester Institute of Technology
San Diego State University
Santa Clara University
Seton Hall University
Smith College
Southern Methodist University
St. John's University
St. Olaf College
Stanford University
Stephen F. Austin State University
Stony Brook University
Temple University
Texas Christian University
Towson University
Tufts University
United States Air Force Academy
University of Alabama/Birmingham
University of California/Irvine
University of California/Los Angeles
University of California/Riverside
University of California/San Diego
University of California/Santa Barbara
University of Chicago
University of Colorado/Boulder
University of Delaware
University of Iowa
University of Louisville
University of Maryland/College Park
University of Miami
University of Michigan
University of Minnesota/Duluth
University of Minnesota/Twin Cities
University of Nebraska/Lincoln
University of North Georgia
University of Pennsylvania
University of Pittsburgh
University of Pittsburgh/Bradford
University of Pittsburgh/Greensburg
University of Pittsburgh/Johnstown
University of San Francisco
University of Scranton
University of Southern California
University of St. Thomas
University of Texas/Arlington
University of Texas/Dallas
US Olympic Committee
Utah Valley University
Virginia Tech University
Washington University/St. Louis
Weber State University
Wellesley College
Worcester Polytechnic Institute
Yale University



PolicyCentral® – ONLINE POLICIES AND PRACTICES RESOURCE

Compensation related policy and practices information from all of our surveys is collected and analyzed through our website at **PolicyCentral®** – your online source for the compensation policy issues. Simply log on at www.wmgnet.com and click on **PolicyCentral** to complete this portion of your survey.

Over 100 additional topics are available and once you enter your own data on any topic, you can generate a report for that topic.

In PolicyCentral you are able to customize your reports by selecting specific companies, product groups, survey groups, geographic areas, and more. You can also receive reports in colorful graphics and uploadable spreadsheet format – all free of any additional charge.

Enhanced Selection and Reporting Capability can be based on the following: (Data will not be displayed if there are less than 5 organizations reporting.)

- Industry
- Headquarters Location
- Size of Organization
- Employee Population
- Annual \$ Revenue
- Specific WMG Survey Participants
- Age of Data
- Specific Participant Selections
- Ability to Include or Exclude your own data
- Tabular and Graphic Analysis/Display
- Results loadable to Excel files

You can log on at www.wmgnet.com to report and access your **PolicyCentral** information. If you are a new participant, or have misplaced your User Name and Password, call or email DeLynn Gentile at +1 408 335 7822, or delynn@wmgnet.com.

PREPARING YOUR SURVEY INPUT

Before starting data submission, we recommend that you follow the steps outlined below to help streamline your submittal.

- **Print this document in color**, as these materials have many key-points outlined in **red** print.
- **Read this document** completely, taking notes and "marking-up" your copy. If you have any questions, please feel free to contact us directly for clarification.
- **Prepare your proposed Job Matches** comparing and translating your internal job-structures and positions to those found in the survey.
- **Collect** and prepare your **Institution and Incumbent Data**.
- **Download the SmartScreen®** Excel Template from the WMG Website.
- **Use the SmartScreen** on your PC.
 - Enter the **General Information and Billing information**
 - **Export your Employee Data** from your HRIS System to an Excel file, with one line of data per employee
 - **Cut/Paste** the data from your HRIS / Employee Data file into the appropriate SmartScreen fields
 - **Enter Survey-Specific Information** into the SmartScreen which has not been generated in your HRIS file
 - Run the SmartScreen "Validate Pay" **Audit Reports** to flag omissions, pay questions, and common data entry errors
 - **Fix errors** found within the Audit Reports
 - **Save and Archive** a copy of the SmartScreen on your PC
- **Submit** a copy of your **SmartScreen** file by 15 December 2019.

PREVIOUS JOB MATCH REPORT

If you were a participant in the 2019 edition of the Collegiate Athletics Survey, you can access your previous job matches and data submissions by logging on at www.wmgnet.com. If you have misplaced your username and password, call or email DeLynn Gentile at +1 408 335 7822 or delynn@wmgnet.com.

SURVEY SUPPORT

If you have questions regarding any aspect of the survey, website, SmartScreen®, DataCentral® or PolicyCentral® operation, please contact the appropriate WESTERN MANAGEMENT representative from the list below.

- **Website Address**

<http://www.wmgnet.com>

- **General Survey Support**

DeLynn Gentile

Tel: +1 408 335 7822

eMail: delynn@wmgnet.com

- **Website and Technical Support**

Ray Lake

Tel: +1 408 533 8501

eMail: tech.info@wmgnet.com

DATA CONFIDENTIALITY, PRIVACY, AND SECURITY

Participation in this survey implies agreement to provide employee pay and benefits data to WMG to be used for the production of compensation surveys. The results of said surveys will be released to all participants on a mutual exchange basis, providing that the normal data privacy, confidentiality, and security provisions are met. WMG does not collect personally-identifiable information for our surveys (such as Employee ID, Social Security, name, phone numbers, eMail, credit card, etc.), and has a number of safeguards in effect to protect the confidentiality of the company and employee data:

- No company or individual employee identification will be associated with any data or reports generated from the database, except a participant's own data presented to them in the reports.
- All reports and data presentations are available in "aggregate" form only and display summary information only.
- To ensure confidentiality, reports will NOT be produced for any participant unless the following criteria are met:
 - Report requests should contain a minimum of five or more survey participants, in addition to the requester.
 - No reports on individual jobs will be produced in which data from any single institution (other than the requester) represents over 25% of the total data in a given job OR if there are less than five companies (including your own) reporting data on a given job.

With regards to GDPR, we continually follow and monitor the best practices of data collection, handling, storage, and security to ensure that we are in full compliance with this and similar regulations. Please contact us directly for the latest copy of our GDPR, privacy, and data protection policy.

Western Management Group conducts a variety of surveys. Each is designed to uniquely cover a particular industry, function, and/or geography. Nevertheless, in some cases there is overlap of specific jobs over two or more WMG surveys.

When there are identical job descriptions in two or more surveys, WMG shares the data submitted on those jobs between the surveys. In this way we're able to maximize the data coverage, and present the most robust possible reflection of the true labor market.

Therefore, on some jobs, the data participants submit to a specific WMG survey may be reported back in two or more WMG surveys that year.

If you have any questions regarding our data-sharing policy and procedure, please feel free to contact us.

At no time is any of the information provided by participants to our surveys shared, stored, or handled by any third parties.

SmartScreen® – DATA ENTRY SIMPLIFIED

A pre-formatted **SmartScreen**® Excel template is provided for your data entry. The **SmartScreen** template is an Excel based application that provides a flexible/user friendly interface to input, validate and securely submit your survey data. **SmartScreen** also provides you with an import capability and validity checking for those with large files for submission. You can “cut & paste” into it from your other internal data sources. The spreadsheet will highlight data that is not formatted correctly and/or data that does not fall within specified reasonable limits on each job. You are able to verify your data before submitting it to WMG, thus greatly increasing the validity of the data. It is available at no additional cost.

You can download the **SmartScreen** Excel template from:

<https://www.wmgnet.com/dnn8/Portals/0/Surveys/CA/CA20%20SmartScreen.xls>

Once you have entered your data, performed the “Validate Pay Data” function of your **SmartScreen** and saved your data on your computer, you can submit your SmartScreen as follows:

- Save the file, click on the “SUBMIT” tab and follow the easy steps to upload directly and securely to the WMG website. This is your most secure method to submit your data, as it is sent in an encrypted format.

OR

- Save the **SmartScreen** file to a location of your choice on your computer. Attach the completed file to an e-mail message and send to DeLynn Gentile at delynn@wmgnet.com

OR

- Use the following secure URL to upload your file directly to WMG:

<https://www.wmgnet.com/SmartScreenUpload/SmartScreenUpload.aspx?survey=CA20>

When your **SmartScreen** data is received in our office, it is reviewed and edited for completeness, reasonability and validity prior to acceptance and use in the survey database. All data is passed against complex edit standards that have been designed to identify questionable data entries and job matches. All data entries that do not meet this check will be brought to your attention for verification and must be either substantiated or eliminated.

We strongly recommend that you keep a file copy of all information submitted to the survey for reference should we need to contact you for verification, and as a protection against loss. If you need assistance interpreting the input requirements, matching your jobs to the survey classifications or completing your **SmartScreen** please call or email DeLynn Gentile at +1 408 335 7822 or delynn@wmgnet.com.

SmartScreen® – LAYOUT AND SPECIFICATIONS

Participants with large data files are advised to format them as specified above and import to the **SmartScreen** template for validation prior to submission to WMG. Please call or email DeLynn Gentile at +1 408 335 7822 delynn@wmqnet.com if you have questions about the use of the SmartScreen, if you have a data file exceeding 65,000 records, or proper formatting of your file.

- **Required fields are indicated in bold type. This information must be completed on all records submitted.**
- Report annual dollars, whole numbers – do not include cents
- If you have used formulas to calculate fields, convert the formulas to “values” prior to uploading to **SmartScreen**
- When entering ZIP Codes, use the five digit ZIP code; DO NOT include the four digit extension.
- DO NOT include decimals, dollar signs (\$) or cents – These will be formatted for you
- DO NOT add columns of information not defined on the Record Layout below
- DO NOT use any field delimiters
- DO NOT include or add hidden columns, or change the order of the columns
- DO NOT assign a password to the document. You can use the “Submit” tab to directly and securely upload your file

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SURVEY DATA ELEMENTS

- A. SURVEY JOB CODE:** The survey job code is the number corresponding to the survey job description for each job covered in the survey. The job descriptions are prepared to reflect the normal range of duties, responsibilities and requirements found in the level of job specified. It is not intended that the description list every specific task that might conceivably be assigned to that level of job. Thus, it is unlikely that your job will be an exact match to the benchmark classification description, or that you have matches for all jobs, all levels.
- B. INSTITUTION JOB CODE:** If your institution uses a job numbering system, indicate your internal institution job code that corresponds to your title. This information will help you document your job matches and entries for future reference, as well as simplifying the updating of your data in subsequent cycles of the survey.
- C. INSTITUTION JOB TITLE:** Enter the Job Title of your institution's matching position.
- D. INSTITUTION FLSA:** Indicate the Fair Labor Standards Act (FLSA) status of the job incumbent. Use **N** if the incumbent is nonexempt, and **E** if the incumbent is exempt.
- E. MATCH:** Indicate the relationship of your institution job content to that of the survey description. Comparisons should be made on the basis of overall job content/duties/experience. No job should be matched where your "confidence level" is less than 80%.
- L =** Lower - institution job is less complex than the survey job description.
- E =** Equal - institution job is a good match to the survey job description.
- H =** High - institution job is more complex than the survey job description.
- F. NCAA DIVISION CODE:** Enter one of the following codes indicating your institution's NCAA Division.
- A1 =** Division 1A
- A2 =** Division 1AA
- A3 =** Division 1AAA
- D2 =** Division 2
- D3 =** Division 3
- NA =** NAIA

G. INSTITUTION TYPE CODE: Enter one of the following codes indicating your institution’s classification.

- A1 =** PUBLIC – DOCTORAL: Institution Grants Bachelor, Master and Doctoral Degrees
- A2 =** PUBLIC – MASTER: Institution Grants Bachelor & Master Degrees
- A3 =** PUBLIC – BACHELOR: Highest Degree Granted is Bachelor
- B1 =** PRIVATE – DOCTORAL: Institution Grants Bachelor, Master and Doctoral Degrees
- B2 =** PRIVATE – MASTER: Institution Grants Bachelor & Master Degrees
- B3 =** PRIVATE – BACHELOR: Highest Degree Granted is Bachelor
- C1 =** TWO-YEAR: Associate Degree Granted
- D1 =** SPECIALIZED: Theological Seminaries, Medical Schools, Other Health Professions, Technical, Art, Music or Design, etc.

ESTABLISHED PAY RANGES/GRADES: Refers to formal, established pay ranges used as guideline limits for Base Pay in effect as of October 1. If your institution does not have formal pay ranges, leave this field blank. If there are presently no incumbents in the job, range data may be reported if the range would be used as a guideline for hiring. It does not necessarily reflect the highest and lowest rates currently paid. If your institution utilizes a “Broadband” approach, report the Control or Market Point, but do not report the Range Minimum or Maximum. Ranges should be reported as annualized rates.

H. INSTITUTION PAY GRADE: Enter your internal pay grade to which this job is assigned in your pay structure.

I. RANGE MINIMUM: The lowest Base Pay rate that would apply to an employee hired into the job with the minimum qualifications. Do not report Range Minimum if your institution uses a “Broadband” approach.

J. CONTROL / MIDPOINT: Normally reflects the arithmetic midpoint between the pay range minimum and maximum. If your institution administers pay using a Control or Market Point other than the arithmetic midpoint of your pay range, enter the annual amount here. If your institution uses a “Broadband” approach, report the Control Point or Market Point for the job. If none or otherwise, leave blank.

K. RANGE MAXIMUM: The highest Base Pay normally available to employees in this job. Do not report the Range Maximum if your institution uses a “Broadband” approach.

L. INSTITUTION-WIDE BONUSES: Annual cash payments earned (whether paid yet or not) for the most recently completed plan year for institution-wide bonuses and incentives. These bonuses are covered by established bonus plans of the institution, which may or may not cover other department or institution employees. They may be discretionary in nature, with no specific payout schedules or target amounts, or may be determined by defined performance criteria. Report actual amounts earned, not targeted amounts. **For employees who have been in the position for less than a full year and received a pro-rated bonus, report bonus payments as annualized amounts. If you are unable to report annualized amounts, do not report a bonus amount.**

- | | | |
|--------------------------------|-----------------------|-------------------------------------|
| Include: Annual Bonuses | Discretionary Bonuses | Sign-on Bonuses |
| Exclude: Overtime | Shift Differentials | Gross-up amounts for tax purposes |
| Lead Premiums | Suggestion Awards | Long-term/ Retirement Plan payments |
| Car Allowances | | |



M. ATHLETICS DEPARTMENT BONUSES: Annual cash payments earned (whether paid yet or not) for the most recently completed plan year for bonuses and incentives specific to the Athletics Department. These are payments made *by the institution* for Athletics-related activities and events that are performed outside of the normal scope of the employee's regular duties. Pay for these activities and/or events is not included in the employee's regular salary or any other institution-wide bonus plan.

Include: League Title Bonuses Radio/TV Show Appearance Pay (paid by the institution)
Event Appearance Pay Additional Summer Camp Pay (not included in regular contract)
Bowl Bonuses

Exclude: Annual Bonuses Discretionary Bonuses Gross-up amounts for tax purposes
Overtime Shift Differentials Long-term/ Retirement Plan payments
Lead Premiums Sign-On Bonuses Payments made by outside
organizations
Car Allowances Non-Cash Perks or Gratuities

N. THIRD-PARTY INCOME: Annual cash payments received in the most recently completed fiscal year from firms or organizations outside of the institution for services rendered that are directly related to the employee's position at the institution. Enter the amount as reported to the NCAA in the institution's EADA report. Do not report amounts not reported to the NCAA by the institution.

Include: Event Appearance Pay Radio/TV Show Appearance Pay Consulting Fees
Endorsement Fees Additional Summer Camp Pay

Exclude: Bonuses and Incentives Paid by the Institution
Non-cash Perks or Gratuities

O. ACTUAL ANNUAL BASE PAY: Enter the ACTUAL ANNUAL base pay, regardless of FTE. For coaches, report the "contract" or "assignment" pay amount for the current fiscal year or season. For other Athletics Department positions, report the actual annualized pay as of 1 October 2019. MAY BE LEFT BLANK IF COLUMNS Q (NUMBER OF MONTHS WORKED) AND R (HOURLY PAY RATE) ARE COMPLETED.

P. PERCENT FTE WORKED: Enter the percentage of full-time equivalent time worked per week. For example, in a 40-hour full-time week, an employee who works 40 hours would be reported as 100.0 (100%), and employee who works 20 hours would be reported as 50.0 (50%). If your institution uses an FTE other than 40 hours per week (such as 35 hours), calculate the percentage based on your FTE. MAY BE LEFT BLANK IF COLUMNS Q (NUMBER OF MONTHS WORKED) AND R (HOURLY PAY RATE) ARE COMPLETED.

Q. NUMBER OF MONTHS WORKED: Enter the number of months the employee is scheduled to work, either for the current contract or assignment, or in the current fiscal year.

R. HOURLY PAY RATE: Enter the HOURLY base pay rate, either as of 1 October 2019 or as specified by the employee's current contract or assignment. MAY BE LEFT BLANK IF COLUMNS O (ACTUAL ANNUAL BASE PAY) AND P (PERCENT FTE WORKED) ARE COMPLETED.

PERKS RECEIVED FROM THE INSTITUTION: Refers to perquisites provided *by the institution*. Enter Y if the employee currently receives the perk, N if the employee does not receive the perk. Do not report any perks provided by outside organizations.

- S. AUTOMOBILE PROVIDED:** Refers to automobiles that are owned, leased or rented by the institution for the employee's use.
- T. AUTOMOBILE ALLOWANCE:** Refers to an allowance that is provided to the employee for the purchase, lease or rental of an automobile of the employee's choice.
- U. CLUB MEMBERSHIP:** Refers to country club, fitness club or other club membership costs either paid for by the institution or costs reimbursed to the employee.
- V. HOUSING PROVIDED:** Refers to housing that is owned, leased or rented by the institution for the employee's use.
- W. HOUSING ALLOWANCE:** Refers to an allowance that is provided to the employee for the purchase, lease or rental of housing.
- X. MEALS:** Refers to meals that are either provided by the institution or costs reimbursed to the employee.
- Y. OTHER:** Refers to other perquisites provided by the institution, such as clothing allowances, computer equipment, cell phones, first-class air travel, etc. Do not include cash bonuses and incentives, overtime pay, shift differentials, relocation expenses, long-term / retirement plan payments, medical coverage, deferred compensation or perks provided by outside organizations.
- Z. ANNUAL VALUE OF PERKS:** Enter the annual cash value of perks provided *by the institution* for the last fiscal year.

Include:	Automobiles Provided Housing	Automobile Allowances Meal Allowances	Club Memberships Clothing Allowances
Exclude:	Cash Bonuses and Incentives Relocation Expenses Deferred Compensation	Overtime Pay Medical Coverage Shift Differentials	Long-term/ Retirement Plan payments Perks provided by outside organizations

- AA. BENEFITS FRINGE RATE:** Enter the cost of benefits as a percent of base salary. Leave blank if the employee is not eligible for or does not receive benefits.
- AB. SURVEY RECORD NUMBER:** Enter a unique record number assigned to the line of data which enables internal tracking and verification of the pay information reported to the survey. This can be as simple as a number sequence starting at 1 for the first record, and indexing up to the full count of records being submitted.

You may use any scheme meeting your own needs which will allow you to associate the data with your own employees and provide for easy reference should we need to contact you to clarify, audit, or verify your input data. **DO NOT submit Social Security Number, Employee ID, Payroll ID, or any other personally-identifiable information which you would consider confidential, or could in any way compromise the confidentiality of the individual pay data reported for your employees.**

- AC. GENDER:** Enter a valid Gender Code for the employee. *This field is optional, not required.*
 F = Female
 M = Male
- AD. WORK ZIP CODE:** Enter the 5 digit Postal ZIP Code of the **WORK LOCATION** (not residence) of the employee.

SURVEY JOBS INDEX

COACHING POSITIONS

FOOTBALL	JOB CODE
Head Coach	2001
Offensive Coordinator	2002
Defensive Coordinator	2003
Assistant Coach #1 *	2004
Assistant Coach #2 *	2005
Assistant Coach #3 *	2006
Non-Benefited Assistant Coach *	2008

OTHER SPORTS	HEAD COACH	ASSISTANT COACH #1	ASSISTANT COACH #2	ASSISTANT COACH #3	NON-BENEFITED ASSISTANT COACH
Baseball – Men’s	2010	2011	2012	2013	2014
Basketball – Men’s	2015	2016	2017	2018	2019
Basketball – Women’s	2020	2021	2022	2023	2024
Crew/Rowing – Lightweight – Men’s	2025	2026	2027	2028	2029
Crew/Rowing – Lightweight – Women’s	2030	2031	2032	2033	2034
Crew/Rowing – Lightweight – Combined	2035	2036	2037	2038	2039
Crew/Rowing – Heavyweight – Men’s	2040	2041	2042	2043	2044
Crew/Rowing – Heavyweight – Women’s	2045	2046	2047	2048	2049
Crew/Rowing – Heavyweight – Combined	2050	2051	2052	2053	2054
Equestrian - Combined	2055	2056	2057	2058	2059
Fencing – Men’s	2060	2061	2062	2063	2064
Fencing – Women’s	2065	2066	2067	2068	2069
Fencing – Combined	2070	2071	2072	2073	2074
Field Hockey – Women’s	2075	2076	2077	2078	2079
Golf – Men’s	2080	2081	2082	2083	2084
Golf – Women’s	2085	2086	2087	2088	2089
Golf – Combined	2090	2091	2092	2093	2094
Gymnastics – Men’s	2095	2096	2097	2098	2099
Gymnastics – Women’s	2100	2101	2102	2103	2104
Gymnastics - Combined	2105	2106	2107	2108	2109
Ice Hockey – Men’s	2110	2111	2112	2113	2114
Ice Hockey – Women’s	2115	2116	2117	2118	2119

* See page 23 for Assistant Coach leveling criteria.

SURVEY JOBS INDEX

COACHING POSITIONS

OTHER SPORTS	HEAD COACH	ASSISTANT COACH #1	ASSISTANT COACH #2	ASSISTANT COACH #3	NON-BENEFITED ASSISTANT COACH
LaCrosse – Men’s	2120	2121	2122	2123	2124
LaCrosse – Women’s	2125	2126	2127	2128	2129
Sailing – Men’s	2130	2131	2132	2133	2134
Sailing – Women’s	2135	2136	2137	2138	2139
Sailing – Combined	2140	2141	2142	2143	2144
Skiing – Men’s	2145	2146	2147	2148	2149
Skiing – Women’s	2150	2151	2152	2153	2154
Skiing – Combined	2155	2156	2157	2158	2159
Soccer – Men’s	2160	2161	2162	2163	2164
Soccer – Women’s	2165	2166	2167	2168	2169
Softball – Women’s	2170	2171	2172	2173	2174
Squash – Men’s	2175	2176	2177	2178	2179
Squash – Women’s	2180	2181	2182	2183	2184
Squash – Combined	2185	2186	2187	2188	2189
Swimming/Diving – Men’s	2190	2191	2192	2193	2194
Swimming/Diving – Women’s	2195	2196	2197	2198	2199
Swimming/Diving – Combined	2200	2201	2202	2203	2204
Tennis – Men’s	2205	2206	2207	2208	2209
Tennis – Women’s	2210	2211	2212	2213	2214
Tennis - Combined	2215	2216	2217	2218	2219
Track/Field/Cross Country – Men’s	2220	2221	2222	2223	2224
Track/Field/Cross Country – Women’s	2225	2226	2227	2228	2229
Track/Field/Cross Country – Combined	2230	2231	2232	2233	2234
Volleyball – Men’s	2235	2236	2237	2238	2239
Volleyball – Women’s	2240	2241	2242	2243	2244
Volleyball - Combined	2245	2246	2247	2248	2249
Water Polo – Men’s	2250	2251	2252	2253	2254
Water Polo – Women’s	2255	2256	2257	2258	2259
Water Polo – Combined	2260	2261	2262	2263	2264
Wrestling – Men’s	2265	2266	2267	2268	2269

* See page 23 for Assistant Coach leveling criteria.



SURVEY JOBS INDEX

**** Indicates that this position is duplicated in the EduComp Survey. If you are participating in both surveys, please provide data for the EduComp job indicated.**

ATHLETICS ADMINISTRATION & OPERATIONS

22500	Director, Athletics **EduComp Job #18050
22501	Associate Director, Athletics **EduComp Job #18051
22505	Associate Director, Intercollegiate Sports **EduComp Job #18052
22506	Associate Director, Intramural Sports **EduComp Job #18053
22510	Head Athletic Trainer **EduComp Job #18056
22510A	Athletic Trainer **EduComp Job #18057
22511	Assistant Athletic Trainer **EduComp Job #18058
22512	Strength and Fitness Coach
22513	Associate Coach, Strength and Fitness
22515	Top Athletic Compliance Administrator
22516	Assistant Athletic Compliance Administrator **EduComp Job #18055
22517	Senior Women's Administrator
22518	Sports Operations Administrator
22520	Athletics Development Officer
22525	Learning Specialist
22526	Academic Coordinator/Study Skills Specialist
22528	Administrative Specialist
22529	Travel Coordinator

ATHLETIC FACILITIES

22530	Director, Athletic Facilities
22531	Assistant Director, Athletic Facilities **EduComp Job #18054
22532	Facilities Manager 1 – Large Facilities
22533	Facilities Manager 2 – Smaller Facilities
22534	Director, Equipment Operations
22535	Aquatics Facilities Manager
22536	Ice Rink Manager
22540	Equipment Manager
22544	Athletic Attendant (Front Desk Attendant)

MARKETING & COMMUNICATIONS

22560	Top Athletics Communications Administrator
22561	Assistant Athletics Communications Administrator
22562	Director, Sports Information **EduComp Job #18059
22563	Assistant Director, Sports Information
22566	Top Athletics Marketing Administrator
22567	Assistant Athletics Marketing Administrator

EVENTS MANAGEMENT

22570	Events Manager
22571	Ticketing Manager
22572	Events Coordinator

SURVEY JOB DESCRIPTIONS

ASSISTANT COACHES - Refer to pages 20 & 21 for Coach position Job Codes.

ASSISTANT COACH 1

Requires a Bachelor Degree and 3 - 5 years coaching experience in sport coached. **Schools without multiple levels of Assistant Coach in any given sport should match to this position.**

ASSISTANT COACH 2

Requires a Bachelor Degree and 1 - 3 years coaching experience in sport coached.

ASSISTANT COACH 3

Requires a Bachelor Degree. No previous coaching experience, but knowledge of sport coached required.

ASSISTANT COACH, NON-BENEFIT ELIGIBLE

Includes only part-time Assistant Coaches that are not eligible for the institution's employee benefit plans.

ATHLETICS ADMINISTRATION & OPERATIONS

**** Indicates that this position is duplicated in the EduComp Survey. If you are participating in both surveys, please provide data for the EduComp job indicated.**

22500 DIRECTOR, ATHLETICS *EduComp Job #18050***

Directs the development and operation of all aspects of the Institution's intercollegiate, intramural, recreation, and club athletic programs and facilities. Develops department policies and procedures. Provides strategic direction and establishes short- and long-term planning and goals. Represents department on Institution committees. Oversees departmental fund-raising activities. Represents Institution on external athletic committees. This is the top athletics administrative position.

Education and Experience: Bachelor degree and 8 or more years related experience.

22501 ASSOCIATE DIRECTOR, ATHLETICS *EduComp Job #18051***

Plans and manages all aspects of the department's operation, including administration, personnel, organization, facilities, computerization, and policy. Administers and manages the athletic department's budget and fiscal operations, including the ticket office. Assists in the development of department policies and procedures. Supervises the team support functions including individual travel, lodging and food arrangements for teams on away trips as well as individual contest officials for home events.

Education and Experience: Bachelor degree and 5 - 8 years related experience.

22505 ASSOCIATE DIRECTOR, INTERCOLLEGIATE SPORTS *EduComp Job #18052***

Directs the operational aspects of all intercollegiate programs. Schedules all intercollegiate athletics contests for varsity, junior varsity and freshmen teams. Responsible for compliance with NCAA, ECAC and other League rules and regulations for intercollegiate athletics. Participates in matters involving institution intercollegiate programs and the implementation and establishment of policies related to intercollegiate athletics. Acts as the liaison with the Admissions Department and coordination of the coaches' recruiting of student athletes and admission process.

Education and Experience: Bachelor degree and 5 - 8 years related experience.

22506 ASSOCIATE DIRECTOR, INTRAMURAL SPORTS *EduComp Job #18053***

Directs the operational aspects of club (intramural) programs offered on campus. Plans and schedules intramural sports, physical education and recreational events. Administers and monitors budget. Participates in planning and coordination of programs and policy. Coordinates travel for events and tournaments. Responsible for scheduling and planning locations for these events.

Education and Experience: Bachelor degree and 3 - 5 years related experience.

22510 HEAD ATHLETIC TRAINER **EduComp Job #18056

Supervises and provides athletic training support for intercollegiate athletics. Provides athletic training services including testing, evaluation, assignment for training regimens, treatment of injuries, rehabilitation and medical referrals. Coordinates team physicals and activities of team physician. Assists in the selection of Team Orthopedic Physician and coordination of weekly orthopedic clinic, and acts as liaison between the Team Orthopedic Physician and the Athletic Program. Provides medical coverage for all home varsity athletic contests and practices, and arranges for athletic training coverage at all away contests. Collaborates with coaching staff in developing conditioning, weight training and nutrition programs for athletes. Advises coaching staff as to daily medical status of injured players. Maintains ultimate responsibility, upon a physician's advice, in determining the athlete's ability to return to participation at any level. Maintains established safety standards. Provides first aid support. Instructs recreation programs. This is a senior-level departmental position.

Education and Experience: Bachelor degree, preferably in physical therapy or an approved program in athletics training, and 5 - 8 years of related experience. Certification as an athletic trainer.

22510A ATHLETIC TRAINER **EduComp Job #18057

Provides athletic training support for intercollegiate athletics. Provides athletic training services including testing, evaluation, assignment for training regimens, treatment of injuries, rehabilitation and medical referrals. Works with student athletes to provide care, prevention, treatment and rehabilitation of athletic injuries and illnesses both on campus and at game venues. Provide injury prevention measures such as appliances, braces and devices for control of joint motion and limb protection. Collaborates with physical therapists regarding rehabilitation progress and return-to-play planning of injured athletes. Provides daily injury reports, and reports status and progress of injured athletes to team physicians and coaches. Maintains established safety standards. Provides first aid support. May instruct recreation programs. Works closely with the Head Athletic Trainer to manage, plan, and supervise all aspects of the athletic training program, and acts as Lead in the absence of the Head Athletic Trainer.

Education and Experience: Bachelor degree, Master preferred, in physical therapy or approved program in athletics training, and 3 - 5 years of related experience. Certification as an athletic trainer required.

22511 ASSISTANT ATHLETIC TRAINER **EduComp Job #18058

Provides athletic training support for intercollegiate athletics. Provides athletic training services including testing, evaluation, assignment for training regimens, treatment of injuries, rehabilitation and medical referrals. Works with student athletes to provide care, prevention, treatment and rehabilitation of athletic injuries and illnesses both on campus and at game venues. Provide injury prevention measures such as appliances, braces and devices for control of joint motion and limb protection. Collaborates with physical therapists regarding rehabilitation progress and return-to-play planning of injured athletes. Provides daily injury reports, and reports status and progress of injured athletes to team physicians and coaches. Maintains established safety standards. Provides first aid support.

Education and Experience: Bachelor degree, Master preferred, in physical therapy or approved program in athletics training, and 1 - 3 years of related experience. Certification as an athletic trainer required.

22512 STRENGTH AND FITNESS COACH

Plans, administers and manages strength training programs for the University's intercollegiate teams and recreational sport participants. Manages departmental weight facilities. Formulates, recommends and implements policies relevant to weight facility access and equipment utilization. Monitors all departmental weight training facilities for condition and safety of equipment. Assists coaches in developing weight training programs, designs team and individual weight programs. Develops curriculum content for instructional classes in weight training and provides in-service education for instructors.

Education and Experience: Bachelor degree in Physical Education, Exercise Physiology or a related field. Two years experience as a weight/strength coach at the college level, or equivalent combination of education and experience. Certification as a strength and conditioning specialist (CSCS).

22513 ASSOCIATE COACH, STRENGTH AND FITNESS

Assists the head strength & conditioning coach in all phases of an athletic speed, strength and conditioning program. Assists in the design and implementation of testing programs and sport-specific exercise prescriptions, instructing student-athletes in the proper and safe techniques of Olympic style lifting, plyometrics, speed development drills, conditioning exercises and agility movements; counseling student-athletes in the area of performance enhancement; performing other duties as assigned. Promote injury prevention and performance enhancement through the implementation of sport-specific training techniques. Assists with facility maintenance and supervision.

Education and Experience: Bachelor degree, Physical Education, Exercise Physiology or a related field preferred, and up to two years experience.

22515 TOP ATHLETIC COMPLIANCE ADMINISTRATOR

Establishes and administers comprehensive programs and policies to ensure the Institution's compliance with NCAA and other league rules and regulations, and pertinent governmental regulations. Interprets new and changed rules and regulations and determines appropriate actions for compliance. Develops training programs and materials to inform and educate the Institution's staff, coaches, students and athletes about all applicable rules and regulations. Oversees the conduct of audits and reviews to ensure adherence to all policies, procedures, rules and regulations, and determines corrective action.

Education and Experience: Bachelor degree required, with Master degree preferred, and 5 - 8 years related experience.

22516 ASSISTANT ATHLETIC COMPLIANCE ADMINISTRATOR *EduComp Job #18055***

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 as these apply to students, coaches, department administrators, institution administrators and alumni. 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.

Education and Experience: Bachelor degree required and 3 - 5 years related experience.

22517 SENIOR WOMEN'S ADMINISTRATOR

Serves as the Senior Women's Administrator for the Athletic Department. Monitors and directs women's programs in all aspects of program operation, budget planning, resource allocation and scheduling. Advises the Athletic Director on all matters concerning Women's Athletics and gender related issues. Assists the Athletic Director in the planning and implementation of new sports and the monitoring of each existing sport. Approves and monitors practice and competitive schedules. May conduct evaluations of assigned coaches. Oversees the general conduct of the program including but not limited to, player/coach relationships, event management, travel conditions and criteria, competitiveness, and athlete behavior and conduct. Recommends personnel action to the Athletic Director when appropriate. May represent the Athletic Department at conference meetings, NCAA and other activities. Supervises the Athletic Department recruiting activities for all sports. Acts as the primary academic administrator for the Athletic Department concerning women student athletes. Monitors student athlete academic performance and attendance, and coordinates appropriate action with coaches and student athletes. May directly supervise assigned sports.

Education and Experience: Bachelor degree and 5 – 7 years related experience, with considerable administrative experience.

22518 SPORTS OPERATIONS ADMINISTRATOR

Oversees the direct day-to-day operations of a sports program (i.e., Football, Baseball, Basketball, etc.). Organizes team travel, home game events pertaining to players (meals, etc.), annual barbecues, and alumni special events. May serve on alumni, student or other institution committees related to the sports program. Acts as liaison to all on-campus organizations. Assists with monitoring the annual fund in conjunction with the Athletic Alumni Affairs and Development office. Acts as liaison to outside organizations including, but not limited to media (sport information), game day officials, NFL, Player/Agents, Corporate Relations, highlight video company, etc. Assists in the area of recruiting, assisting the recruiting coordinator with official and unofficial visits.

Education and Experience: Bachelor degree required, with Master degree preferred, and 1 - 2 years related experience.

22520 ATHLETICS DEVELOPMENT OFFICER

Plans and implements fund-raising programs for the Athletics Department. Operates independently and is responsible for prospect identification and solicitation, proposal development, mobilization of outside support, and coordination of internal support activities. Plans and manages special events to involve and cultivate prospects.

Education and Experience: Bachelor degree and 5 or more years related experience. Specific knowledge of assigned area.



22525 LEARNING SPECIALIST

Reviews background information and current academic functioning of referred student athletes to determine if specialized assistance is needed. Schedules comprehensive psycho-educational testing, or if testing is not appropriate recommends other resources or strategies that will address the needs of the student. Reviews and discusses recommendations with students, monitors the progress of the testing process, and monitors the utilization of academic accommodations for eligible students. Schedules summer academic screening and informs student athletes of recommended comprehensive testing, and evaluates recommendations resulting from test results and assessments. Generates reports for other department or institution staff as appropriate. Develops individualized learning profiles for identified student athletes, coordinates with other internal and external constituencies to design comprehensive learning support systems, and monitors student progress. Educates coaching staff about learning disabilities or differences, testing procedures and academic accommodation procedures. Provides basic knowledge to staff and appropriate institution personnel on identifying signs of potential learning difficulties and effective strategies to address specific learning profiles.

Education and Experience: Master degree, preferably in Special Education or Clinical Psychology, and 2 – 5 years related experience.

22526 ACADEMIC COORDINATOR/STUDY SKILLS SPECIALIST

Provides special support services to assigned student athletes with identified learning disabilities or other learning needs. Collaborates with academic entities in addressing specific learning needs. Coordinates with internal and external constituencies to design educational plans and monitors the progress of identified students. Provides individual or group instruction on study skills, self-assessment and learning strategies. Oversees and monitors study hall programs. Teaches staff how to best utilize information to assist identified student athletes. Assists students with academic and personal problem resolution. Maintains detailed documentation and records and ensures adherence to NCAA, ACC and institution rules and regulations, submitting documentation as required by these bodies.

Education and Experience: Master degree, preferably in Special Education or Counseling, and 2 – 4 years related experience.

22528 ADMINISTRATIVE SPECIALIST

Performs complex administrative duties for the Athletics Department. Acts as liaison with internal and external groups/offices/constituents. Compiles data, statistics and other information and prepares reports. Prepares materials for meetings, lectures, etc. Administers events and special projects. Ensures regulatory or internal policy compliance for special projects or ongoing programs.

Education and Experience: Bachelor degree or equivalent and 3 - 5 years of related experience.

22529 TRAVEL COORDINATOR

Makes all team and individual travel arrangements for the Athletics Department. Meets with the coach or traveler to determine needs of the trip. Completes travel arrangements within assigned budget. Negotiates contracts with hotel, air, and ground transportation vendors. Coordinates meal and miscellaneous expense money. Tracks, maintains and records all purchase orders, credit card accounts, invoices, reimbursements and payments and donations received.

Education and Experience: Associate Degree or equivalent and 3 - 5 years related experience.

ATHLETIC FACILITIES

22530 DIRECTOR, ATHLETICS FACILITIES

Directs the use, operation, and maintenance of all Institution athletic facilities and fields including stadiums, arenas, gymnasiums, pools, rinks and boathouses. Oversees the administration of all events and establishes facilities revenue goals. Establishes long-range planning for the facilities, identifies, assesses and addresses short- and long-term program needs in conjunction with staff members and coaches, and plans for and recommends technology improvements.

Education and Experience: Bachelor degree required, with Master degree preferred, and 8 or more years experience in facility and operation management. Athletic facility administration and operations experience desired.

22531 ASSISTANT DIRECTOR, ATHLETIC FACILITIES *EduComp Job #18054***

Responsible for the day-to-day use and operation of all institution athletic facilities including buildings, boat houses, equipment, outdoor playing fields and courts, and surrounding grounds. Oversees the administration and scheduling of intercollegiate and non-intercollegiate events. Establishes and communicates policies on facility and operational issues, including camps. Assists in the development of and manages facilities and events budget.

Education and Experience: Bachelor degree required, with Master degree preferred, and 5 - 7 years experience in facilities and operations management. Athletic facility administration and operations experience desired.

22532 FACILITIES MANAGER 1 – LARGE FACILITIES

Manages one or more athletic facilities, stadiums or arenas. Plans and manages the scheduling of all events and programs for the facilities. Responsible the management of special events and facility rentals. Plans and schedules all maintenance and repair work for assigned facilities. Estimates budget requirements for assigned areas of responsibility. Coordinates the use of assigned athletic facilities for summer camps. Serves as the Facilities Event Manager for all large rental events and assigned intercollegiate events. Develops and implements facility policies regarding safety, security, liability, maintenance, ADA, budget and personnel. NOTE: See below for Aquatics and Ice Rink facilities management.

Education and Experience: Bachelor degree required. Minimum of 5 years facilities management experience, with athletic facility management preferred.

22533 FACILITIES MANAGER 2 – SMALLER FACILITIES

Manages one or more smaller athletic facilities or fields. Plans and manages the scheduling of all events and programs for the facilities. Responsible the management of special events and facility rentals. Plans and schedules all maintenance and repair work for assigned facilities. Estimates budget requirements for assigned areas of responsibility. Coordinates the use of assigned athletic facilities for summer camps. Serves as the Facilities Event Manager for all rental events and assigned intercollegiate events. Develops and implements facility policies regarding safety, security, liability, maintenance, ADA, budget and personnel. NOTE: See below for Aquatics and Ice Rink facilities management.

Education and Experience: Bachelor degree required. Minimum of 3 years facilities management experience, with athletic facility management preferred.

22534 DIRECTOR, EQUIPMENT OPERATIONS

Directs, plans, organizes and implements the functions required to efficiently manage the Athletics Department equipment operations. Formulates and implements equipment policies and procedures, including the issuing of equipment, inventory controls, storeroom access and usage, locker issues, laundry services and equipment travel and security. Meets with coaches to determine equipment and apparel needs, researches new innovations and upgrades, and negotiates the purchase of new equipment and apparel. Oversees the equipment fitting program to ensure athlete safety. May interpret and administer contracts with name-brand product providers, ensuring trademark provisions are adhered to and sideline apparel meets contract specifications, and serves as liaison between the institution and the provider. Manages department budget and supervises equipment staff and student help.

Education and Experience: Bachelor degree is required, Master degree preferred, and 5 – 7 years related experience.

22535 AQUATICS FACILITIES MANAGER

Manages and coordinates activities for pool facilities including scheduling, maintenance, event management, and safety/practice oversight. Teaches and/or oversees the instructional swim program courses including American Red Cross Water Safety swim courses, Lifeguard Training, Water Safety Instructor's Course, CPR for the Professional Rescuer, and Community First Aid. Coordinates and administers existing programs for the Institution such as swim tests, aqua-aerobics, injured athletes and handicapped programs. Hires, trains, and supervises facility staff employees, as well as student and casual lifeguards and swim instructor staff.

Education and Experience: Bachelor degree required. Minimum of 3 years pool management experience. Coaching experience and current American Red Cross Water Safety Instructor Trainer and Lifeguard Instructor certification preferred.

22536 ICE RINK MANAGER

Manages and coordinates activities for the ice rink including scheduling, maintenance, event management and management of staff. Negotiates, organizes and directs ice rentals for Institution and community groups. Develops and implements ice rink operational policies. Develops and monitors income projections and operating budgets. Maintains scheduling data and membership lists. Manages necessary repair and maintenance of ice making and maintenance equipment to ensure high-quality ice surface. Coordinates refreshment and merchandise concessions and ensures adequate security coverage for all events.

Education and Experience: Bachelor degree required. Minimum of 3 years athletic facility management experience, with ice rink management experience preferred.

22540 EQUIPMENT MANAGER

Manages all operations involving athletic equipment for intercollegiate sports. Maintains an inventory of all athletic equipment and keeps records of issuance of equipment to students, coaches and staff. Maintains athletic equipment in proper repair and provides laundry service for athletic clothing. Oversees the packing, storage and unpacking of athletic equipment and clothing for away games. Develops and implements equipment budgets and assists coaches in the acquisition and maintenance of necessary equipment. Oversees the scheduling of locker room facility usage for intercollegiate and visiting teams.

Education and Experience: Bachelor degree and 2 years of experience in athletic equipment management.

22544 ATHLETIC ATTENDANT (FRONT DESK ATTENDANT)

Performs checking and general public service duties at a sports or recreation facility. Greets students, recreation users and visitors to the facility and ensures that only eligible persons are using the facility. Answers general questions and provides established policy information in person and over the phone. Issues and ensures return of equipment. Records facility usage and collects guest fees. Reports safety issues or maintenance problems to appropriate personnel.

Education and Experience: High school graduate or equivalent. One year of related experience preferred. Athletics experience helpful.

MARKETING & COMMUNICATIONS

22560 TOP ATHLETIC COMMUNICATIONS ADMINISTRATOR

Directs the planning, implementation, and supervising of short- and long-range programs of communications, multimedia resources, public information, and public affairs relating to physical education and athletic programs. Represents the Institution at press conferences and other athletic contests and events. Establishes media contacts and negotiates contracts. Oversees the marketing of the Institution's logo and all advertising materials (i.e., press guides, sports programs, etc.). Coordinates athletic communications with the director of the Institution's communications, and serves as a liaison with athletics and communications.

Education and Experience: Bachelor degree and 5 - 7 years related experience. Experience in an intercollegiate athletics or other sports environment preferred.

22561 ASSISTANT ATHLETICS COMMUNICATIONS ADMINISTRATOR

Assists in providing media relations and publicity efforts for the institution's athletics programs. Writes, edits, designs and produces media guides, programs, publications and press releases. Travels to scheduled events and oversees media relations at home events. Acts as a liaison between the media and student-athletes/athletic department staff. Manages athletics communications department staff.

Education and Experience: Bachelor degree and 2 - 4 years related experience. Experience in an intercollegiate athletics or other sports environment preferred.

22562 DIRECTOR, SPORTS INFORMATION *EduComp Job #18059***

Manages the preparation and dissemination news releases, articles, WEB site updates and other communications regarding University athletic games, programs and events. Prepares or supervises the preparation of media guides, programs and brochures for the Athletic Department. Maintains media relations with campus, local, regional, and national correspondents. Coordinates special Athletic Department functions such as news conferences and press parties. May attend home and away games in order to conduct interviews with coaches and athletes.

Education and Experience: Bachelor degree in Journalism or related field and 4 - 5 years of experience in sports journalism.

22563 ASSISTANT DIRECTOR, SPORTS INFORMATION

Plans and collects information for and writes news and feature stories for publication and for release to media in publicizing various University athletic games, programs and events. Attends home games and travels with teams in order to conduct interviews with athletes and coaches before, during and after games and events. Researches and develops media guides and game programs. Assists in handling informational requests from various media. Arranges press conferences, coordinating the press, technicians, athletes and coaches. Assists with public relations activities associated with special events and activities.

Education and Experience: Bachelor degree in Journalism or a related field and 1 year of experience in sports journalism.

22566 TOP ATHLETICS MARKETING ADMINISTRATOR

Directs, designs and implements a comprehensive marketing program to maximize revenue- generating opportunities within the athletics department. Includes identifying market potential, establishing pricing strategies, and developing promotional programs and activities. Estimates potential revenue and establishes revenue goals. Conducts market research and establishes short- and long-term goals. Develops department budget, policies and procedures. Coordinates marketing communications with the Athletic Communications department, and serves as a liaison with marketing and communications.

Education and Experience: Bachelor degree and 5 - 7 years related experience.

22567 ASSISTANT ATHLETICS MARKETING ADMINISTRATOR

Manages the Institution's athletic marketing programs and assists in the development of new revenue opportunities. Manages the work of the department, which may include responsibility for merchandise sales, ticket sales, parking, events, promotions and camps. Assists in identifying market potential and in establishing revenue goals. Manages the department budget and contributes to the development of department policies and procedures.

Education and Experience: Bachelor degree and 3 - 5 years related experience.

EVENTS MANAGEMENT

22570 EVENTS MANAGER

Manages the promotion and scheduling one or more of the Institution's major athletic facilities for intercollegiate and non-intercollegiate events. Markets facilities to promoters and event organizers to attract revenue-generating events. Manages facility rental contractual agreements and establishes financial arrangements. Coordinates with parties involved to identify and meet facility logistical requirements. Manages group ticket sales, refreshment and merchandise concessions, game day fan activities, and plans and implements promotions for Institution and community groups.

Education and Experience: Bachelor degree required, and 3 - 5 years of related experience, preferably in athletic or sports events management. Master degree in sport management or similar discipline highly desirable.

22571 TICKETING MANAGER

Oversees the complete operation of the athletic ticket office including, but not limited to, the supervision of personnel, maintenance of the ticketing system, production of monthly financial reports and reconciliations, accountability for annual revenue, and customer service quality improvement initiatives. Responsible for the sale, assignment and distribution of season, group, individual, and complimentary tickets for intercollegiate games and other events. Acts as liaison between ticket office and internal and external contacts. Evaluates current ticket prices and revenue trends and makes recommendations regarding pricing for future events. Coordinates and orders all admission tickets and passes. May coordinate promotional advertising.

Education and Experience: Bachelor degree required, with Business concentration preferred, and 3 - 5 years of administrative experience preferably in ticket sales or related organizational management.

22572 EVENTS COORDINATOR

Coordinates and makes arrangements for Athletics Department meetings, conferences, seminars and special events. Schedules all events and arranges facilities and other logistics. Negotiates vendor contracts for facilities, transportation, printing, food and beverage, audiovisual equipment, entertainment, etc. May prepare and disseminate informational materials and communications regarding the event. Ensures adherence to budget requirements.

Education and Experience: High School graduate, some college preferred, and 1 – 2 years related experience.



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