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To direct and manage all aspects of the Vermont Tech Intercollegiate Athletic Programs.

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- Oversee, coordinate and carry out the recruitment of student athletes.
- Plan, implement, administer, monitor, coordinate, and evaluate intercollegiate athletic programs including operating policies, procedures and methods. Develop and modify programs and systems in accordance with institutional objectives and the needs of students and other College constituencies.
- Keep abreast of current developments in higher education athletics, including but not limited to working knowledge of USCAA and NAIA regulations and guidelines and ensure compliance with the latter.
- Oversee the professional development of the coaching staff to enhance recruiting and teaching skills.
- Student –Athlete academic monitoring.
- Exercise full supervisory authority, directly and indirectly of up to 10 part-time Athletic coaches, as well as a staff of student assistants. Plan and conduct training programs and staff meetings. Confer with staff to plan and coordinate activities, assign and review work and resolve problems.
- Plan, request and administer a varsity athletics operating budget of all assigned functions.
- Athletic scheduling and representation; schedule athletic contests for all College intercollegiate sports; schedules for home contests; represent College to national and regional collegiate athletic organizations.
- Athletic travel management; schedules and coordinates all aspects of athletic travel including transportation, accommodations, dates and expense vouchers.
- Assist with promotional and fund raising activities related to athletics.
- Game management; confirmation of home games with opponent; schedule all required officials and game personnel, act as liaison with Facilities.
- Work with Facilities Department and SHAPE Manager(s) to assure proper maintenance of athletic fields and gymnasium.
- Coordinate with SHAPE Manager(s) and the Coordinator of Camps, Conferences & Events on schedules of playing fields and gymnasium for practices and contests.

- Perform all of the regular duties of an Athletic Coach for one or more Varsity sports: recruiting, training and conditioning, planning and supervising practice sessions, coaching games, traveling with the team, monitoring academic standing of athletes, general student advising and the like.
- Plan and administer appropriate department records systems.
- Prepare a variety of administrative/management reports.
- Direct sports information functions.
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