Job Description

Athletic Director

Unit & Classification: Full-time regular, fiscal year Professional position – Job family 16, 910 points, Salary Band 104.

Reports To: Vice President for Administration

Supervises: Athletics Staff - currently includes three full-time professional and administrative staff, and two to six temporary coaches and assistant coaches.

Functional relationships: Works closely with University Public Relations Office and other departments as necessary.

Position statement: The Director of Athletics provides administrative direction and oversight for all intercollegiate, intramural and recreational athletics staff, programs, facilities and activities and coaches one sport, preferably soccer. The director is responsible for ensuring compliance with all federal, divisional and university athletics regulations, administering departmental funds and accounts in a fiscally responsible manner and sustaining a culture of sportsmanship, professionalism and respect at all levels. The director also collaborates with student administrative offices and Admissions on the recruitment and retention of student athletes and with University Affairs and the media on publicity and reporting of athletic events and results. Frequent nights and week-end work and in-season travel required.

Major duties: The responsibilities of the Director of Athletics shall include, but not necessarily be limited to, the following:

- To provide administrative direction and oversight for all athletics programs and activities and supervise the control, issuance and maintenance of recreational athletic equipment and facilities;
- To supervise full and part-time athletics staff including shared responsibility for hiring, disciplining or firing decisions and full responsibility for training, mentoring, and evaluating coaches and athletics staff;
- To coach at least one sports team and coordinate activities of all other coaches, teams and recreational athletics groups;
- To plan, implement, and promote intercollegiate, intramural, and recreational athletic programs including scheduling games for varsity sports, ensuring a robust intramural program, and developing and overseeing a range of recreational programs and activities offered for credit and not for credit, including canoeing, alpine skiing, cross country skiing, winter camping and survival, and others;
- To establish and maintain standards of dress, scholarship and conduct for team travel and training, and practice rules for all varsity athletes;
- To monitor strict observances of equality of opportunity in men’s and women’s athletics by keeping informed of legal requirements and consulting with university staff regarding compliance with the law and to initiate and coordinate the certification of academic and health eligibility of all varsity athletes;
- To collaborate with University relations in the preparation of press releases and the arrangement of media coverage for athletic events, and insure that the appropriate media is informed of the results of all athletic events;
- To develop and manage departmental, team, and special events budgets; order equipment; and ensure departmental compliance with all University cash handling and management policies;
- Collect and analyze departmental statistics and data and prepare and distribute reports as appropriate;
• To recruit student athletes in coordination with the Admissions Office and develop alumni athletics events, community relationships, and fund-raising opportunities;

• To teach sports activity classes as requested by supervisor;

• Support and assist in campus wellness and other related University activities;

• To represent the University at professional meeting and other special or public events;

• To function as a member of the University Community by accepting special and committee assignments as may be requested by supervisor and

• to perform other duties as may be assigned by Vice President for Administration

**Budget Responsibilities:** Responsible for development and adherence to Athletics department budget.

**Campus/University Service:** Service on a variety of campus and system committees and groups as requested.

**Knowledge, Skills & Abilities:** Effective communication skills required.

**Qualifications:** Baccalaureate degree, minimum of three to five years administrative and coaching experience. Additional supervisory and administrative experience, Master’s Degree, and collegiate soccer coaching and/or playing experience preferred.

3/28/2006