



Athletic Director Job Description (Exempt)

I. SUMMARY

The Athletic Director oversees the Athletic program. Oversees the governance of athletic associations and conferences for issues regarding legislation, policies, and procedures for all College sports. Supervises the recruiters and expands the recruitment of prospective student-athletes along with enhancing the retention program for student-athletes on campus. Supervises coaches of athletic programs and provides training/guidance in recruiting and retention.

II. EDUCATION AND EXPERIENCE

Education:

Bachelor's degree from an accredited college/university in Physical Education; or a combination of education and management experience.

Experience:

Minimum of 2-5 years supervisory/management experience preferred.

III. WORKING CONDITIONS

Environmental/Working Conditions:

- Performs duties in an office environment during normal hours of operation.
- Some after-hours work and travel may be required.
- Other hours may be scheduled at Senior Management's discretion.

Physical and Mental Effort:

- Prolonged sitting required, with ability to operate office equipment, which may include standing, bending, and lifting.
- Requires ability to work under stressful conditions to meet deadlines and make quick, accurate decisions.
- Ability to maintain flexibility in doing required tasks, as well as handle stressful situations in a calm and courteous manner at all times.

Transportation:

Must have reliable transportation; valid driver's license and current auto liability insurance.

IV. QUALIFICATIONS

Ability to:

- Maintain confidentiality of information obtained during the course of employment.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of employment.
- Work independently with minimal supervision.
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.
- Effectively communicates clearly and concisely, both orally and in writing.
- Demonstrate strong teamwork & interpersonal skills, determination, professionalism, and confidence.
- Demonstrate leadership attributes, such as the ability to organize and coordinate work efficiently, set priorities, and motivate others.
- Demonstrate proficiency of and utilize computers, modern software and office equipment.
- Demonstrate competency to deal effectively with job demands.
- Demonstrate good organizational and time management skills.
- Effectively handle stressful situations in a calm and courteous manner at all times.

V. ESSENTIAL FUNCTION STATEMENT

Essential responsibilities and duties may include, but are not limited to the following:

Essential Job Duties:

- Advises the coaches on policies and procedures and represents the Athletics Department at designated meetings, conferences and/or functions.
- Participates on committees and in professional organizations with the designated areas of responsibility and represents the Director of Athletics at designated meetings, conferences, and/or functions.
- Remains current with and upholds the rules and regulations of the college that may influence the operation of this college program.
- Attends and supports Athletic Department sponsored events to include athletic contests (game day coordinator/site administrator), fundraisers, events and faculty-staff functions.
- Partners with coaches to ensure all fundraising activities comply with Academy, conference, state and federal requirements.
- Performs other duties as assigned by Senior Management.

VI. KEY COMPETENCIES

- **Job Knowledge**
- **Problem Solving/Decision Making Skills**
- **Organization, Planning and Control Skills**
- **Flexibility/Adaptability**
- **Leadership Skills**
- **Interpersonal Skills/Teamwork**
- **Communications Skills (Oral and Written)**
- **Resource Management**

VII. STATEMENT OF UNDERSTANDING & CONFIDENTIALITY

I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily.

I also understand and acknowledge that as an employee, I am expected to maintain confidentiality of any information I may receive during the course of my employment. I agree to not divulge any information to an unauthorized person and said information shall remain confidential at all times during and after my employment.

I understand any breach of confidentiality could result in immediate termination of employment.