Associate Athletic Director

Job Code 00001516

General Description
Responsible for the supervision of the internal operations of the Department of Athletics.

Examples of Duties
Supervise preparation on NCAA Squad Lists and NCAA certification of eligibility.
Supervise preparation and approve issuing National Letters of Intent for new student athletes.
Supervise operations of the following sports: Baseball, Men’s cross country, Indoor and Outdoor Track, Men’s tennis, Men’s Golf, Softball, Women’s tennis, Women’s Cross Country, Indoor and Outdoor Track.
Assist in construction of Department’s budget.
Coordinate and approve issuing all Southland Conference initial and continuing grant in aid contracts.
Coordinate the Athletic Awards Program and the Bobcat Club Academic Ring Ceremony.
Oversee and approve all requests for travel, travel expenditures, purchase orders and all other expenditures.
Establish departmental policies and procedures.
Evaluate monthly budget reports.
Evaluate performance of personnel.
Supervise and approve hiring of department personnel.
General oversight of various department athletics events.
Attend university and community functions to help promote the university and department of athletics.

Knowledge, Skills, and Abilities
Skill in: working as a team member; interacting courteously; effectively directing the work of others and motivating output; establishing rapport and mediating disputes; giving presentations.

Ability to: understand and interpret rules and regulations, instructions, computer materials, graphs and charts; prepare reports, letters and proposals; perform intermediate math.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements