Director, Athletics

Job Code 00000907

General Description
Responsible for managing and directing the overall activities for the department of athletics.

Examples of Duties
Supervise staff.
Develop and coordinate departmental and system-wide budget.
Publicize and promote athletic department.
Prepare reports and submit projects.
Develop and implement departmental strategic plan.
Update president on overall performance of athletic program.
Coordinate area processes.
Respond to inquiries.
Articulate athletic department institutional philosophy and standards.
Develop master plan for facility upgrades.
Attend athletic events.
Ensure compliance with related federal, state, and NCAA laws, rules and regulations.
Develop and implement a departmental assessment plan.
Perform other duties as assigned

Knowledge, Skills, and Abilities
Knowledge of: Higher education and development theories, of business administration principles, of NCAA rules and regulations.

Skill in: Preparing documents and evaluations, in interacting courteously, in directing the work of others, in establishing rapport with a variety of clients, in prioritizing workloads.

Ability to: Understand policies and procedures, perform intermediate math, to explain technical materials, to evaluate staffing needs, to formulate clear and concise plans and proposals, to work under short deadlines, to lead and supervise staff.

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

Reviewed on 5/17