



Job Posting

DIRECTOR, ATHLETIC PROGRAMS

Position Title:	Director, Athletic Programs
Department:	Athletics
Status:	Full-time, Administrative, Exempt
Grade:	Management Level I
Hours:	9:00am – 5:00pm with evening, weekend hours as needed
Reports to:	Sr. Vice President, Enrollment, Marketing and Athletics
Education:	Bachelor degree required, Master's preferred
Experience:	Minimum of five years of prior Athletic and/or coaching experience at high school/college level

Position Summary:

The Athletic Director will be responsible for the overall management of the Athletic Department including: planning, scheduling, recruiting, fundraising, personnel and compliance issues. This is a highly visible position within the campus community and at large.

Primary Responsibilities/Duties:

- Provide leadership and vision to the department with respect to the sports offered
- Provide leadership to coaches and the admissions office with the recruiting of student athletes
- Develop and execute fundraising plans
- Assist Head Coaches in scheduling games for all sports
- Schedule officials for games as needed for each sport
- Schedule facilities as needed for games
- Partner with administration in building and monitoring the athletic department budgets for each sport
- Oversee the creation of study tables for all athletes
- Work with faculty for those student athletes who receive academic alerts
- Oversee compliance with NAIA
- Oversee compliance with the college's insurance carrier regarding student injury claims
- Supervise the athletic department staff (full and part-time)
- Attend athletic functions as needed to represent the department
- Attend college functions as needed to represent the Athletic Department
- Participate in marketing discussions regarding the athletic program
- Other duties as assigned (attending meeting, conference functions etc.)

Knowledge, Skills & Abilities:

Requirements listed below are representative of the knowledge, skill, and/or ability required to be successful in this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to communicate and interact with a wide variety of students, staff and faculty.
- Ability to understand students' needs and to provide spiritual guidance.

- Strong organizational, analytical, and communication (verbal and written) skills.
- Ability to understand and clearly communicate policy and procedure.
- Ability to read, write and interpret reports, policies and correspondence.
- Ability to speak effectively before groups or employees.
- Understanding of basic accounting principles to read, interpret and communicate regarding budget and other financial issues.
- Organized with ability to multi-task.
- Knowledge of leadership and team principles with students and athletic staff including full-time and part-time coaches, administrative and support areas.
- Computer proficiency with Microsoft Office Suite products.

To apply, please send a cover letter highlighting your previous experience and qualifications along with a current resume to **Paula Shreve, Director of Human Resources** via email at pshreve@ccsj.edu.

This position will remain open until filled. Anticipated start of December 2020.

CCSJ is an equal opportunity employer and encourages candidates of typically underrepresented groups to apply.