



Athletic Director

Mesalands Community College

Job Description

Definition

The Athletic Director is an administrative position that reports directly to the President and Chief Executive Officer and is responsible for: planning, directing, and coordinating the operations of the intercollegiate athletic program and compliance of the Title IX within the laws, policies, procedures, and guidelines established by Mesalands Community College.

Duties

1. Organizes and administers all the programs of intercollegiate competition in men's and women's sports.
2. Conduct regular meetings and training to promote strict adherence to conference and state athletic rules, regulations, and codes.
3. Prepares and manages the annual budget and monitors all athletic-related expenditures in a fiscally responsible manner.
4. Organizes the athletic department to achieve maximum efficiency in the utilization of staff, funds, facilities, and ensures appropriate and equitable distribution of funds and use of facilities between men's and women's sports.
5. Implement federal, state, and local policy and procedures governing intercollegiate athletics
6. Coordinates all activities related to the scheduling of all athletic events, facilities, and transportation as necessary.
7. The Athletic Director hires, supervises, and evaluates the coaches, support staff, and athletic trainers.
8. Represents the College and the athletic program to the community, the college, and state conferences.
9. Prepare local and state reports and coordinate program reviews.

10. Coordinates the master athletic calendar
11. Develop and provide a variety of student services and programs such as student athletic recruitment and retention, academic tracking and athletic eligibility, health, and safety.

Qualifications

- Master's degree in discipline area from an accredited college or university required.
- Over five years' experience in teaching or coaching.
- A minimum of two years' experience in athletic administration.
- Proven ability to develop and implement athletic programs
- Effective leadership, communication and team management skills
- Excellent knowledge of athletic laws and regulations
- Good physical health and willingness to travel
- Strong negotiation and public relationship skills
- Computer competency with various software packages including but not limited to Microsoft Suite.

Details

FLSA exempt position: Yes

Full/Part-time: FT

Benefit Eligible: Yes

Classification: Administrative

Signature

Date