



Director of Athletics

Department: Athletics	Approved Date: 10/19/17	
Reports To: Associate Vice President / Dean of Students	Team: Learning Support	
FLSA Status: Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>	Part-time <input type="checkbox"/> Full-time <input checked="" type="checkbox"/>	
Compensation: Grade B16	Employee Group: Administrator	
Contract or Grant Funded: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Pre-Hire Drug test: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	Fingerprinting required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	Essential Personnel: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Anticipated work hours:		
<input checked="" type="checkbox"/> 8:30-4:30 Monday to Friday May include evenings and weekends <input type="checkbox"/> Other ____:____ to ____:____ to ____	<input checked="" type="checkbox"/> Evenings <input checked="" type="checkbox"/> Weekends <input type="checkbox"/> On call	

Position Summary:

The Director of Athletics provides vision and leadership for planning, implementation, management, supervision, and evaluation of the athletics program and is responsible for personnel matters, performance appraisals, funding, and compliance with national and regional athletic requirements within the Department of Athletics. The Director of Athletics reports to the Associate Vice President / Dean of Students.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Lead the Department of Athletics. Develop and manage resources and staff.
2. Supervise and evaluate all head coaches and other personnel assigned to the Department of Athletics.
3. Ensure compliance with policies and procedures of governmental, regulatory, and membership organizations.
4. Provide oversight of Coaches' handbook and Student-Athlete's handbook.
5. Provide direct oversight of the timely preparation and submission of eligibility documentation consistent with local, state, regional, and/or federal reports as appropriate, and represent the College at local, state, regional, and national meetings.
6. Serve as a member of professional organizations such as MD JUCO, Maryland Junior College Director of Athletics Affinity Group, National Association of Collegiate Directors of Athletics, and National Association of Two-Year Community College Athletic Administrators.
7. Recommend new or revised policies and procedures related to athletics and oversee the development, accuracy, and currency of all publications and the website that represent the Department of Athletics.

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8. Provide leadership and oversight of the Hall of Fame. Organize and plan department meetings and events.
9. Develop and maintain Department of Athletics budgets and inventories.
10. Provide leadership related to mentoring coaches and student-athletes.
11. Provide leadership related to marketing of Department of Athletics programs.
12. Approve the use of all Department of Athletics facilities, including the Fitness Center, master calendar for usage of the gym, athletic fields, practices and games, with the exception of the baseball field.
13. Coordinate with the Operations Management Team to ensure athletics facilities are maintained at a high standard, and coordinate with appropriate personnel for the scheduling of transportation for athletic events.
14. Oversee or delegate game-day procedures and accommodations related to sound system and music, scoreboard functions, team introductions, officials, security, contestants, volunteers, and athletic trainers.
15. Oversee or delegate administrator-on-duty responsibilities for athletic events, home games, regional and national travel, as required.
16. Support the academic success of student-athletes by monitoring academic progress, retention and eligibility, and facilitate the provision of academic support services for student-athletes.
17. Work collaboratively with Institutional Advancement on fundraising activities and initiatives.
18. Serve on College committees, taskforces, and workgroups, as appropriate.
19. Perform special projects as assigned by the Associate Vice President/Dean of Students and/or Vice President for Learning Support.
20. Assist head coaches to develop and confirm non-conference schedules.
21. Convene and provide oversight for the Cougar Athletics Advisory Council.
22. Perform other duties as assigned.

Required Minimum Qualifications:

1. Master's Degree
2. Three years of supervisory experience at the high school or post-secondary level
3. Two years of experience involving adherence to applicable laws and policies governing a post-secondary institution and/or athletic program

Desired Qualifications:

1. Experience with compliance to local, state, regional, and federal regulations
2. Ability to write succinctly and clearly using correct grammar and knowledge of electronic communication formats, including instant messaging, live chat, and social media
3. Three years of experience working in athletics at a community college
4. Experience managing a budget
5. Experience ensuring student success with regard to graduation, transfer, and/or course completion
6. Ability to work effectively with a wide range of constituencies in a diverse community.

Note: The College reserves the right to change or reassign job duties or combine positions at any time.