

# CLASSIFICATION SPECIFICATION

## Collegewide Athletic Director

FT/PT Class Code: 3121, 3621      Pay Grade: B/C 24      FLSA: Exempt      Rev. 07/29/19

**SUMMARY STATEMENT:** An incumbent provides leadership for the collegewide athletic program which focuses on the development and graduation of student-athletes. An incumbent is responsible for all of the management and administration aspects of the athletic department, including: strategic planning; budgeting; campus and community relations; and working with coaches on the recruitment and retention of student athletes.

### **NATURE AND SCOPE:**

The incumbent reports to the associate vice president for academic affairs and provides strategic direction and management of the collegewide athletic program. This includes developing and implementing programs to support student-athlete development and academic success, monitoring the academic progress of athletes, supervising athletics staff, coordinating recruitment of players, marketing the athletics program, ensuring compliance with NJCAA regulations, maintaining the collegewide athletics budget, ordering appropriate supplies and equipment, and scheduling practices and games. Typical contacts for this position include administrators, faculty, and staff; high school and college athletics staff; coaches; students and parents.

### **PRINCIPAL ACCOUNTABILITIES:**

***An incumbent may perform any combination of the below listed accountabilities:***

1. Provides leadership, direction, and supervision of financial aid functions, including: administering and processing financial aid for degree and non-degree programs; delivering high-quality, student-centered financial aid counseling services; and coordinating outbound and inbound communication to students that increase enrollment and graduation.
2. Assesses student-athlete academic outcomes at the end of each semester and develops and implements appropriate improvement actions to strengthen academic outcomes.
3. Develops and monitors initiatives, programs, and resources to increase student-athlete retention and graduation. Works with coaches to ensure they provide appropriate resources and guidance to support student-athlete academic success.
4. Develops, maintains, and documents Delaware Tech student-athlete eligibility requirements and athletic scholarship procedures. Manages athletic scholarship awards.
5. Coordinates and monitors recruitment of prospective student-athletes and serves as a point of contact for senior institutions who are interested in recruiting Delaware Tech student-athlete graduates.
6. Supervises athletics staff, including performance evaluation of coaches and securing and scheduling of officials, athletic trainers, etc.

**PRINCIPAL ACCOUNTABILITIES, cont'd:**

7. Plans athletic schedule for all College sports, including practices, games, and transportation to and from athletic games and events. Secures appropriate facilities for on- and off-campus athletic activities.
8. Develops and manages athletics budget, ensuring consistent resource allocation practices across sports, securing contractual services, and ordering appropriate supplies and equipment.
9. Collaborates with Marketing to develop and implement positive public relations and an effective athletics marketing program.
10. Monitors compliance with NJCAA rules and regulations, Title IX, and other relevant state and federal laws.
11. Oversees the maintenance of the eligibility files on all student athletes to ensure compliance with NJCAA eligibility. Coordinates the collection of and submits all collegewide data, forms, documentation, and reports for NJCAA, Title IX, EADA, and other state and federal laws in a timely fashion.
12. Monitors athletic offerings and makes recommendations about adding or discontinuing sports.
13. Represents collegewide athletics at events, activities, meetings, and committees as needed. Serves as the College's official representative with the NJCAA and other required athletic organizations/associations. Coordinates collegewide offerings and programs related to wellness and physical activity, such as intramurals, healthy lifestyle programs, and campus Wellness Centers.
14. Performs other related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of student development theories and strategies.
- ◇ Knowledge of National Junior College Athletics Association (NJCAA) rules, regulations, and compliance topics.
- ◇ Knowledge of collegiate sports.
- ◇ Understanding of and commitment to the community college mission.
- ◇ Knowledge of student records systems.
- ◇ Familiarity with database and spreadsheet software and analysis and use of statistical information.
- ◇ Working knowledge of supervision.
- ◇ Working knowledge of developing and monitoring budgets.
- ◇ Knowledge of Title IX and other relevant Federal and/or State regulations.
- ◇ Ability to communicate effectively with diverse populations.
- ◇ Ability to develop rapport with staff and students.

**MINIMUM QUALIFICATIONS:**

- ◇ Bachelor's degree in a relevant field to include coursework in management, counseling, or education (Master's degree is preferred) and four (4) years of relevant experience to include working with college athletics programs or other equivalent combination of education and experience.