

**Athletic Director**

**DEPARTMENT:** Student Affairs

**FLSA STATUS:** Exempt

**JOB TYPE:** Full Time

**SALARY RANGE:** \$50,000-\$55,000 Annually

**FUNCTION:** Serve as Athletic Director and ensure proper management, organizing and managing the athletic-related functions for the College, including planning, organizing, and managing the employees and coaches within the Athletics Department.

**REPORTS TO:** Vice President for Student Success / Dean of Students

**MAJOR DUTIES/RESPONSIBILITIES (may include but are not limited to):**

- Coordinate with area VP and Human Resources to hire qualified coaching staff
- Demonstrate fiscal integrity by appropriate management of the Athletic budget
- Manage all Athletic Coaches staff and personnel.
- Develop and implement additional men and women's athletic programs
- Direct and coordinate a full range of athletic department services and programs
- Ensure compliance with conference regulations and appropriate correspondence
- Advise other college personnel in planning programs and services for student athletes and athletic activities. Coordinate master athletic calendars
- Assist in the design and development of the athletic department website
- Review website information and data entered by coaching staff to ensure current and accurate information is posted
- Monitor student eligibility between the Dean of Students, athletes, and coaches for all athletic programs.
- Oversee the coordination of college vehicles for athletics travel, insurance claim processing, and concession procedures
- 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
- Attend all athletic home events/competitions and act as the game day administrator (as needed), or be responsible for delegating a game administrator
- Serve as liaison with community, state and conference organizations related to athletics

**QUALIFICATION/EXPERIENCE:**

- Bachelor's Degree in relevant field from accredited institution
- Previous athletic management experience
- Demonstrate excellent/strong organizational and communication (both oral and written) skills
- Strong interpersonal skills with students and staff
- Ability to provide feedback, support and encouragement
- Ability to establish and maintain effective working relationships

**Additional Information:**

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment. Candidate must be fully vaccinated and boosted (as applicable).

**Application Instructions:**

**Applications should include a cover letter and resume and must be sent**, preferably in PDF format, to [humanresources@clintoncollege.edu](mailto:humanresources@clintoncollege.edu). The subject line of the email should read "Athletic Director." The process will continue until the position is filled.

*Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.*