

POSITION DESCRIPTION

Athletic Director

DEPARTMENT: Student Success

CLASSIFICATION: Exempt-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 too):

- Coordinate with area VP and Human Resources to hire qualified coaching staff.
- Coordinate with Human Resources to hire or contract a licensed Athletic Trainer.
- Designate or contract a qualified individual to manage the operations of Sports Information this includes ensuring all game stats are appropriately sent to the conference office.
- Ensure completion and submission of all compliance and eligibility forms to the conference office.
- Advise other college personnel in planning programs and services for student athletes and athletic activities. Coordinate master athletic calendars.
- Ensure the Athletics Department operates and adheres to all guidelines and procedures as outlined within our governing athletics conference.
- 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. 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.