Wheeling Jesuit University
Job Description

Job Title: Director, Athletics
Job Classification: Administrator
Department: Athletics
FLSA Status: EXEMPT
Pay Grade: E 19

I. SUMMARY

The Athletic Director is directly responsible for the day-to-day supervision of the University’s men’s and women’s intercollegiate teams. Directly supervises coaches, graduate assistants, and staff assistants in the Athletic Department. Responsibilities include: establishing standards of performance for all teams and coaches that support the departmental goals and objectives; hiring and training employees; planning and directing daily work; developing and implementing game-day management processes; investigating complaints and disciplining employees and student-athletes; insuring overall NCAA program compliance; authorizing daily purchases as needed by coaches and teams; monitors both on-field and off-field coaches performances and provides annual performance appraisals to all head coaches.

II. QUALIFICATIONS

1. EDUCATION and/or EXPERIENCE Master’s degree required; minimum five years experience as an intercollegiate Athletic Director or Assistant Athletic Director required; prior intercollegiate coaching experience, NCAA compliance, fundraising, or facilities responsibilities required.

2. LANGUAGE SKILLS Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

3. MATHEMATICAL SKILLS Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

4. REASONING Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

5. OTHER A driver's license and NCAA Rules Compliance Certification are required to perform the essential functions of the job.

III. ESSENTIAL FUNCTIONS

- Professionally represents the University as directed by the Executive Director at NCAA and Conference meetings; part of the Athletics Governance Committee.
- Coordinates the University’s NCAA Compliance programs including: internal audits; mandated reports on recruiting, practice, student-athlete progress and graduation rates; filing annual reports: schedule / roster information; drug testing, securing student-athlete authorization forms, etc. Insures compliance with all mandated NCAA and Conference rules and regulations.
- Directs head coaches of all sports; insures that University and NCAA administrative requirements are fulfilled including: coaches’ certification, monitoring on-court / field coaching activities, and yearly reviews of the athletic department coaching staff.
- Assists with the development of the departmental budget; authorizes day-to-day expenditures in compliance with the budget and both University and NCAA requirements.
- Pre-schedules all athletic contests and / or approves the assigned NCAA and Conference schedules; coordinates ticket sales, team transportation, meals, and lodging.
- Monitors team rosters and insures that all rosters are entered on a timely basis and are current through head coaches as mandated by the Conference and the NCAA.
- Monitors the academic progress of student-athletics through the Executive Director; coordinates academic team meetings and study halls; confirms student-athlete eligibility and academic progress in compliance with NCAA and Conference rules.
• Stores equipment and supplies for all teams; schedules equipment overhaul, reconditioning, and repair as mandated; insures compliance with NCAA and Conference rules on equipment.
• Coordinates game administration and management through coaches, assigned game administrators, and Physical Plant; insures student workers and minimum staffing are available for each contest.
• **Compliance Responsibilities**: Insure that mandated requirements are met and that documentation is maintained per policies and procedures; insure that any and all assigned personnel are fully trained and qualified to perform job duties and responsibilities; insure that certification and qualifications are maintained per job description.

IV. PERSONAL/LEADERSHIP COMPETENCIES

**Important**
- Strong leadership abilities.
- Strong interpersonal skills.
- Motivational skills.
- Resourcefulness.
- Articulate and outgoing.
- Decision-making and Problem-Solving.
- Multi-task oriented.
- Ability to meet deadlines.
- Sound judgment.

- Customer service oriented.
- Concern for order, quality and accuracy.
- Achievement oriented.
- Organizational awareness.
- Relationship building.

**Routine**
- Creative.
- Development of others.

V. ERGONOMICS AND ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand and reach with hands and arms.

   The employee must occasionally lift and/or move up to 25 pounds.

   Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate, but can be loud depending on the circumstances.

Employee Name: Cam Perry

Supervisor: Executive Director, Intercollegiate and Varsity Athletic Operations

HR Review: ___________________________ Date

Supervisor Review: ___________________________ Date

Employee Review: ___________________________ Date