Job Title: Executive Director, Intercollegiate and Varsity Athletic Operations  
Job Classification: Administrator  
Department: Athletics  
FLSA Status: EXEMPT  
Pay Grade: E20

I. SUMMARY

The Executive Director, Intercollegiate and Varsity Athletic Operations, has overall responsibility for the University’s men’s and women’s intercollegiate and varsity athletic programs. Directly supervises the Director of Athletics, The Director of Sports Media and Information, the Administrative Assistant, and those coaches who are provided stipends for support positions. Responsibilities include: establishing standards of performance for the department; coordinating athletic fundraising activities; establishing and monitoring the athletic department budget; directing the sports information and marketing process; administering athletic scholarship and recruiting activities; coordinating field and facility usage, planning, and upgrades; hiring and training employees; managing athletic procurement; rewarding and disciplining employees; and certifying program compliance.

II. QUALIFICATIONS

1. EDUCATION and/or EXPERIENCE Master’s degree required, preferably in sports management; minimum seven 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 or insures adequate representation is available at NCAA and Conference meetings; insures that all personnel are trained to NCAA and Conference standards.
- Insures overall program compliance with both NCAA and Conference rules and regulations.
- Directs departmental staff including the Director of Athletics, The Director of Sports Media and Information, coaches assigned to manage stipend positions, and the Administrative Assistant; indirectly manages head coaches of all sports.
- Chairs the Athletic Governance structure, maintains communication with the Faculty Athletic Representative, and represents Athletics at the University Executive level as required.
- Prepares annual departmental budget and monitors team accounts; adjusts as needed by communicating with the business office.
- Coordinates all athletic fundraising activities through the Office of Advancement; insures complete compliance with NCAA and Conference rules regarding fundraising; sets goals to defray program costs.
- Coordinates all sports information and promotions in compliance with the Office of Advancement / Public Relations; insures complete Compliance with NCAA and Conference rules regarding public relations, athletic web-site maintenance, television / video / and radio broadcasts.
• Coordinates all indoor and outdoor athletic facilities maintenance, usage, development, and construction; coordinates NCAA or Conference playoffs which the University is hosting.
• Administers the University athletic scholarships through head coaches and the Admissions / Financial Aid Offices; insures compliance with the NCAA and Conference rules regarding recruiting, scholarships, and gender equity.
• Monitors the academic progress of student-athletics through the Faculty Athletic Representative and the Registrar’s Office.
• Coordinates the procurement of all equipment and supplies for all teams; secures multi-team contracts, insure logo / color scheme adherence; insures compliance with NCAA and Conference rules on equipment.
• **Compliance Responsibilities:** Maintain both NCAA and University policies and procedures in assigned Compliance Area / Inventory, reviewing, revising and updating annually and issuing new as regulations and requirements dictate; insure that mandated requirements are met and that documentation is maintained per policies and procedures; insure that assigned personnel are fully trained, qualified, and certified to perform assigned compliance responsibilities.

### 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.

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

**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.

2. **WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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: Frank Bauer

Supervisor: Associate Vice President, Administration

**Employee Review:** _________________ Date