

ATHLETIC DIRECTOR

Start Date: June 2019

Reports to: President
Classification: Full-time, 12-month Employee
Pay Status: Senior Administrator, Exempt
Fringe Benefits per Board Policy
Starting Salary range: \$40,000 - \$55,000
Based on Education and Experience
Revised: April 2018

This position reports to the President and provides leadership and administrative oversight for the athletic department. The Athletic Director shall serve on the President's executive team.

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

Duties and Responsibilities

1. Lead and advance all college athletic programs.
2. Develop and administer budgets for all activities in the department.
3. Serve on National, State, and Conference athletic committees as elected.
4. Comply with all college, state, conference and NJCAA statutes, policies, rules and regulations.
5. Champion the academic success of all student athletes.
6. Coordinate student athlete eligibility.
7. Supervise scheduling of all contests with intercollegiate opponents.
8. Lead and advance community support and spectator experience for all athletic programs.
9. Lead and advance all athletic fund raising including booster club operations in conjunction with the NCCC Foundation.
10. Coordinate and approve all aspect of athletic travel.
11. Recommend advancement of athletics including additional sports programs.
12. Lead and advance sports information to all stakeholders.
13. Lead and advance the integration of athletics within college and fully participate in advancing the mission of the college.
14. Maintain a master inventory of all athletic equipment.
15. Maintain and advance college athletic facilities in consultation with the VPO.
16. Coordinate and supervise all athletic events and ensure those events are supervised by someone from the Athletic Department.
17. Serve as the deputy coordinator of Title IX compliance for athletic equity under the direct supervision of the Title IX Coordinator.
18. Valid driver's license required.
19. Assume other duties as assigned by the President.

Experience and Education

1. Bachelor's degree required; Master's degree or Doctorate preferred.
2. At least three years' experience in inter-collegiate athletics as a player or coach preferred.
3. At least three years' experience working in higher education at the community college level preferred.
4. At least three years' experience in athletic administration at the secondary or post-secondary level preferred.

Working Conditions

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. Some travel will be required.
4. Time commitments in excess of forty hour work week will sometimes be required.

Application:

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and employment application to:

Human Resources Director, Athletic Director, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at

www.neosho.edu/careers.

Review of applications begins upon receipt.

NCCC is an EOE/AA employer

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>