

Sul Ross State University
Position Description

Official Title: Athletic Director

Job Code: 1112

Salary: Commensurate with experience and qualifications

Summary: Provides effective discipline and guidance to student athletes; works closely with the Enrollment Management Division for recruiting strategies and student advising; works with university eligibility compliance officer to ensure academic eligibility requirements are met for each athlete's eligibility to participate.

Required: Bachelor's Degree in Physical Education, Sports Administration, Education or related field; and seven years of coaching and/or athletic administrative experience. Prior full-time coaching and/or athletic administration experience with evidence of effective leadership, communication strategies, fundraising, and recruiting skills. Ability to work independently and in a team, good organizational skills, ability to communicate effectively.

Preferred: Master's Degree in Physical Education, Sports Administration, Education Administration, Organizational Leadership or related field. Combination of at least five years of experiences as head coach and/or athletic administrative experience at the collegiate level. Experience at college institutions of comparable size and facilities. Working knowledge of National Collegiate Athletic Association (NCAA) Division III and American Southwest Conference (ASC) regulations is preferred.

Primary Responsibilities: Responsible for all aspects of the Sul Ross State University Athletics program, such as financial management, personnel hires, equipment orders, events promotions, recruiting strategies, scheduling opponents, fundraising opportunities, and supervising athletics staff and coaches. Works closely with the Enrollment Management Division for recruiting strategies and student advising; enforces academic eligibility requirements for participation and verifies each athlete's eligibility. Provides leadership and direction for a competitive intercollegiate sports program; maintains an active program that promotes good sportsmanship and student development; and supervises all athletic department personnel. Provides timely updates on athletic programs to the University President and prepares reports for regulatory agencies. Manages a balanced budget and personnel within the athletics department; obtains, interprets, and uses evaluative findings to gauge athletic program effectiveness, compliance with NCAA DIII regulations, and ensures that the program renewal is continuous and responsive to student needs. Makes arrangements for travel, meetings and special programs. Abide by the rules and regulations established by Texas State University System, Sul Ross State University, the American Southwest Conference, and NCAA at the Division III level. Requires evening and weekend work periods and frequent travel. Other duties as assigned by the University President. This is a full time, twelve-month position.

Supervision Given: Supervises and evaluates the following positions:

Associate Athletic Director for Compliance and Senior Women's Administrator

Associate Athletic Director for Sports Medicine

Sports Information Director

Administrative Specialist

Head Coach – Football

Head Coach – Men's Basketball

Head Coach – Women's Basketball

Head Coach – Volleyball & Softball

Head Coach – Men's and Women's Soccer

Head Coach – Baseball

Head Coach – Men's and Women's Cross Country

Head Coach – Men's And Women's Tennis

Strength and Conditioning Coach

This is a full time, twelve-month position.

Additional Responsibilities: Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Other Information: This position is security sensitive.

The athletic program is a charter member of the American Southwest Conference which is a non-scholarship conference, and of the National Collegiate Athletic Association, Division III. Sponsored sports include: football, basketball, baseball, cross country, soccer, and tennis for men and volleyball, basketball, softball, tennis, cross country, and soccer, for women. More information is available regarding Sul Ross State University and position openings through our website (<http://www.sulross.edu>)

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