



Classification Description

Job Title: Director, Intercollegiate Athletic

Pay Grade: Administrator

Job Code: 3438

FLSA Status: Exempt

Job Purpose

The Director of Intercollegiate Athletics provides College-wide administrative leadership, general supervision, and coordination for the intercollegiate athletic program. The Director is responsible for administrative oversight for rules, compliance, and student-athlete support services and provides leadership for the functional areas that relate to student-athlete welfare, risk management, including, but not limited to, academic support, strength training and sports medicine. This is an administrator on annual contract position.

General Responsibilities

Essential Functions

Provides leadership and supervision to College-wide intercollegiate athletic staff. Hires, supervises, trains, and evaluates assigned staff. Plans and conducts regular staff meetings. Ensures staff receive on-going, documented training on relevant areas.

Oversees all athletic compliance and accountability issues and matters related to intercollegiate athletics.

Provides regular reports to the Vice President, Student Affairs, and President on the academic standards for student athletes, athletic policies and procedures, use of operating budgets, and recruiting standards. Participates in the President's Intercollegiate Athletics Compliance Review meetings each semester to allow for Presidential review and approval of Intercollegiate Athletics policies and practices.

Serves on the Intercollegiate Athletics Compliance Review team that reports academic standards for student athletes, athletic policies and procedures, operating budgets, compliance and risk management and recruiting standards for the President's review and approval each semester. Under the direction of the President, through the President, and reporting to the Vice President, Student Affairs, ensures the President has ultimate responsibility for and exercises appropriate control over the institution's intercollegiate athletics program.

Responsible for the issuance of all National Junior College Athletic Association (NJCAA) National Letters of Intent (LOI) and Institutional Scholarship packages in compliance with all NJCAA, Florida College System Activities Association (FCSAA) and institutional policies and procedures.

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Serves as the liaison to the Office of Student Financial Aid for matters related to student athletes.

Reviews and approves of all NJCAA Release Agreements and Transfer Waivers for all student athletes.

Supervises and mentors all head coaches for compliance with all NJCAA, FCSAA, conference and institutional policies and procedures.

Prepares annual Athletic Department Effectiveness Plans, Assessment & Policy documents.

Collaborates with appropriate departments on federal, state and other required data submissions related to College athletics.

Collaborates with appropriate departments to develop, implement and maintain community outreach programs and fundraising activities related to College athletics.

Coordinates and collaborates with the coaches and College marketing representatives on Annual Athletic Sports Book(s) and media guides.

Collaborates with appropriate departments in the development and maintenance of the intercollegiate athletic website.

Oversees the preparation of packets relating to student athletics that include, but are not limited to, the National LOI Scholarship Agreement, FASFA (Free Application for Federal Student Aid) and Financial Aid packet, FCSAA Guide for Prospective Student-Athletes, Compliance and Release Agreement, and Equity in Athletics Disclosure.

Monitors all athletic related budgets to ensure adequate funding and spending cycles, to support adequate programs, and to remain within equity compliance requirements.

Reviews and approves all purchase requests and ensures compliance with College policies and procedures and budget guidelines.

Serves as the administrator of the student-athlete scholarship program including regular contacts with outside third party vendors (housing, food, furniture, books, etc.) and coordinates all aspects of securing arrangements and paying for the services and products provided for this purpose.

Oversees the College athletic recruiting process and ensures all related activities are in compliance with associated rules, laws and policies. Assists head coaches in athletic recruiting. Participates in on-campus student visits when recruits are on campus.

Coordinates and oversees all student-athlete educational records and transcripts and assists appropriate staff in the advisement of athletes on programs of study.

Coordinates and collaborates with athletic staff and campus faculty to provide appropriate intervention, support and referrals for student-athletes experiencing academic and personal difficulties.

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Communicates student-athlete progress reports with instructors, coaches, athletic staff, and student-athletes as appropriate.

Communicates with four-year institutions (coaches/advisors/counselors) to assist student-athletes in matriculating to the next level.

Oversees all athletic facilities and ensures the regular maintenance and replacement of equipment as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

A Bachelor's degree from a regionally accredited institution of higher education.

Four (4) years of related full-time professional work experience.

Knowledge of intercollegiate athletics.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.

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- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office, however may work frequently in a gym or outside environment.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: December 6, 2013. Revised: July 1, 2014. August 15, 2017, and January 20, 2021, July 15, 2022.