



Classification Description

Job Title: Director, Intercollegiate Athletic

Pay Grade: Administrator

Job Code: 3438

FLSA Status: Exempt

Job Purpose

The Director of Intercollegiate Athletics is responsible for the successful operation of FSW's intercollegiate athletic program in compliance with National Junior College Athletic Association (NJCAA) Bylaws, and in support of the college mission, goals, and strategic plan. The Director provides leadership, supervision, and mentoring for athletic department staff including coaches, trainers, and administrators. The Director develops and promotes a culture that emphasizes student-athlete accountability while also fostering excellence in competition, in the classroom, on campus, and in the community. This is a College Administrator on an annual contract position reporting to the Vice President for Student Affairs and Enrollment Management.

General Responsibilities

Essential Functions

Provides leadership and supervision to intercollegiate athletics department staff. Hires, supervises, trains, and evaluates assigned staff. Plans and conducts regular staff meetings. Ensures staff receive ongoing, documented training on relevant areas. Holds staff accountable for operating in accordance with all College operating procedures and policies.

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

Provides regular reports to the Vice President of Student Affairs and Enrollment Management, and, as requested, to the College President regarding academic standards for student-athletes, athletic policies and procedures, use of operating budgets, and recruiting standards to ensure the College President has ultimate responsibility for and exercises appropriate control over the institution's intercollegiate athletic program in accordance with NJCAA Bylaws.

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.

Serves as a liaison and trusted partner to the Offices of Student Financial Aid, Human Resources, Risk Management, Facilities, IT, the Registrar, Admissions, Testing, Academic Advising, Student Life, Student Housing (Lighthouse Commons), Community Standards, Academic Affairs, and other College offices/departments/stakeholders for matters related to student-athletes.

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Reviews and approves 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 related to College athletics.

Collaborates with the FSW Foundation as needed and requested to increase philanthropic donations that support athletic scholarships and athletic department operations.

Coordinates and collaborates with the coaches and College marketing representatives as needed to promote FSW's intercollegiate athletic programs.

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

Oversees the preparation of student-athlete packets, including but not limited to, the National LOI Scholarship Agreement, FAFSA (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 to remain within equity compliance requirements.

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

Coordinates with the Office of Financial Aid and Cashier Services to administer the student-athlete scholarship program in accordance with NJCAA Bylaws.

Oversees the College athletic recruiting process and ensures all related activities are in compliance with associated rules, laws, policies, and NJCAA Bylaws. Assists Head Coaches in athletic recruiting. Participates in on-campus student recruit visits, as needed.

Coordinates and collaborates with the appropriate campus offices, administrators, and support services to provide appropriate intervention and referrals for student-athletes experiencing academic and personal difficulties.

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Requests and receives student-athlete academic progress reports and shares them with coaches, athletic staff, and student-athletes as appropriate to support academic success and ongoing eligibility for practice and competition.

Requests and receives periodic reports from the Office of Community Standards and shares them with coaches, athletic staff, and student-athletes as appropriate to promote exemplary behavior on campus, address any student-athlete behavioral concerns, and ensure ongoing eligibility for practice and competition.

Requests and receives periodic reports from coaches, trainers, and strength and conditioning staff/consultants regarding the physical performance, injury status, and overall health of all student-athletes to ensure progress, well-being, and ongoing eligibility for practice and competition.

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

Monitors 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 to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master'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.

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- 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.
- 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, 20, August 15, 2017, January 20, 2021, July 15, 2022, and March 31, 2026.