



DATE ISSUED: 05/07

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Director, Intercollegiate Athletics

JOB SUMMARY

This position manages, supervises, and directs all facets of the Texas Woman's University intercollegiate athletics programs as a member of the Division of Student Life as well as the NCAA and the Lone Star Conference while maintaining a strong tradition of academic excellence among student-athletes. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice President, Student Life

Supervises: Overall supervision and management of all Athletics staff including Assistant Director of Athletics, Head Coaches, Assistant Coaches, Sports Information Director, Compliance Coordinator, Head Athletic Trainer, Assistant Athletic Trainer, Secretary, Promotions Manager, Graduate Assistants and Student Workers

PRIMARY DUTIES - *May include, but not limited to the following:*

Responsible for the activities of the department in regard to planning, construction, maintenance, and operation.

Develops policies, procedures, priorities, and long-range goals for Intercollegiate Athletics that are consistent with the University mission and in compliance with University policies and the Philosophy and Objectives of TWU Intercollegiate Athletics.

Establishes procedures to assure the compliance of Intercollegiate Athletics with the rules and regulations of the University, the NCAA and the Lone Star Conference.

Supervises the compliance activities of Intercollegiate Athletics as related to NCAA rules and regulations.

Acts as a representative of TWU in affairs dealing with intercollegiate athletics organizations.

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Establishes Intercollegiate Athletics financial needs and supervises the development, management and control of the operating budget.

Supervises development activities and has final responsibility and authority over the coaches of the University's intercollegiate sports.

Maintains oversight of public contacts and public relation activities relating to the University's intercollegiate sports.

Supervises the sports information activities of Intercollegiate Athletics with the student body, faculty/staff, administrators, alumni, the community and the media.

Acts as a liaison with administrators, students, faculty, the TWU Athletics Council and other campus components.

Maintains an athletic training program for student-athletes and staff participants in Intercollegiate Athletics.

Supervises the revenue-generating activities of Intercollegiate Athletics.

Assists the Office of Institutional Development in the design and implementation of annual scholarship fundraising operations.

Supervises the marketing, promotional and operations activities of Intercollegiate Athletics.

Supervises the Intercollegiate Athletics summer camp program.

Builds associations with various individuals, organizations and businesses that desire to support Intercollegiate Athletics with contributions, gifts, advertising and various other means.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Attends seminars, conferences and other professional development opportunities.

Serves on appropriate University and organizational committees.

Develops, updates and implements Intercollegiate Athletics' strategic plan as part of the Division of Student Life's strategic plan.

Performs other duties as requested.

EDUCATION

Bachelor's degree required. Advanced degree preferred. Additional job-related education may substitute for required experience on a year-for-year basis.

EXPERIENCE

Minimum five years of significant, successful administrative experience in athletics at the collegiate level, including planning and fiscal management, compliance with NCAA and conference regulations, supervision, communication skills and community relations.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long and short-term goals of the department and institution.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively - orally, by phone, in person, and in writing.

Ability to hire and manage talented coaches and other staff members.

Ability to adhere to all policies, rules and regulations of the University, the Lone Star Conference and the NCAA.

Ability to handle multiple tasks in a fast-paced environment as needed.

Ability to attend seminars, meetings and other professional development opportunities at or away from TWU.

Knowledge of management methods and ability to provide administrative guidance within area of responsibility and provide direct training and supervision as needed.

Ability to represent the department and University in a friendly, courteous and professional manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. Ability to occasionally lift, carry, and/or drag approximately 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors

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and in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.