



Date of Issue:	April 2025	CBU:	Non-Represented
Position No:	00018967	Job Family:	16
Department:	Athletics	OT Eligible:	No
Campus:	University Services	Wage Grade:	04

I. Position Summary:

The Athletic Director provides vision and energetic leadership for the USCAA (United States, Collegiate Athletic Association) intercollegiate athletics program with the goal of leading to NCAA affiliation. The director will provide strategic and administrative direction and oversight for all intercollegiate, intramural, and recreational athletic staff, programs, facilities, and activities. The director is responsible for ensuring compliance with all federal, association, and university athletics regulations, administering departmental funds and accounts in a fiscally responsible manner, and sustaining a culture of sportsmanship, integrity, professionalism, and respect at all levels. The director also collaborates with student administrative offices and Admissions on the recruitment and retention of student athletes; and with University Affairs and the media on publicity and reporting of athletic events and results. The director serves as the ambassador of UMK athletics to the community and fosters relationships with alumni and other entities to enhance affinity for UMFk athletics and increase raising funds for the university. The director will also serve on the President's Cabinet. Frequent nights and weekend work and in-season travel required.

II. Essential Duties: The responsibilities of the Director of Athletics shall include, but not necessarily be limited to, the following:

- Develop and evaluate goals for the athletic program that align with the University's mission, vision and strategic plan.
- Directs activities of an intercollegiate athletics department and 9 varsity athletic teams with possible expansion into additional varsity sports.
- Sets athletic department annual fundraising goals and meets targets while working closely with the UMFk Executive Director of Advancement and Alumni Relations.
- Plans and develops fund raising strategies for generating revenue and resources for the University's athletic program while marketing and promoting public support for student athletes.
- Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the department's goals and objectives; oversees recruitment, training, supervision, and evaluation of department staff.



- Work with academic advising and faculty to coordinate programs and initiatives for the academic success and retention of student athletes.
- Provide administrative direction and oversight for all athletic programs and activities and supervise the control, issuance and maintenance of recreational athletic equipment and facilities.
- Provide leadership and accountability to ensure that the athletic program complies with all university policies and procedures, and local, state, and federal laws, including Title IX.
- Demonstrate a clear commitment to a respectful environment in relations to the athletic programs, the athletes, and department personnel.
- Ensure that all varsity athletes meet academic and physical eligibility requirements.
- Collaborate with University Relations and oversee the preparation of press releases and the arrangement of media coverage for athletic events and ensure that the appropriate media is informed of the results of all athletic events. Work closely with the Media Services department to create multimedia and web applications, web site, social media, and database content.
- Develop and manage departmental, team, and special events budgets; order equipment; and ensure departmental compliance with all University cash handling and management policies.
- Collect and analyze departmental statistics and data and prepare and distribute reports as appropriate.
- Recruit student athletes in coordination with the Admissions Office and develop alumni athletics events, community relationships, and fund-raising opportunities.
- Coordinate and organize the annual Athletic Hall of Fame program by soliciting applications, conducting committee meetings, communicating with inductees, and planning induction ceremony and banquet.
- Plan, implement, and promote intramural athletics.
- Represent the University at professional meetings and other special or public events.
- Function as a member of the University Community by accepting special and committee assignments as requested by supervisor.



- Provide leadership in collaboration with Human Resources and Student Affairs on programming related to Title IX issues, alcohol and drug education, and responsibilities of student athletes as role models for other students and to the campus community.
- Adhere to academic integrity and student success by engaging the entire athletic staff in educational programming, mentoring and one-on-one work with student athletes.
- Collaborate with the UMFk and local community through outreach with community organizations and integrating student athletes in volunteer and other community work.
- Establish and maintain standards of dress, scholarship and conduct for team travel, training, and practice for all varsity athletes.
- Oversees the operations of the Sports Center hours for community use.
- Perform other duties as assigned.

Budget Responsibilities: Responsible for development and adherence to Athletic Department budgets.

Campus/ University Service: Service on a variety of campus and system committees and groups as requested.

III. **Reporting Relationship:** Reports directly to the UMFk President.

IV. **Supervisory Responsibilities:** Supervises full-time professional and administrative staff, and two to six temporary assistant coaches and volunteers to support 9 varsity Athletic teams.

V. **Knowledge and Skills:** Effective communication skills required.

VI. **Qualifications**

Required:

- Bachelor's Degree.
- Minimum of three to five years administrative and coaching experience.

Preferred:

- Master's degree
- Commercial Bus Driver's License
- Background in fundraising and development or sales or demonstrated fundraising or sales success.



Note: University Services reserves the right to change or assign additional duties as necessary.

VII. Signatures:

The signatures indicate the employee and immediate supervisor have reviewed the job description.

Employee Signature: _____ Date: _____

Immediate Supervisor Signature: _____ Date: _____