

## **Athletic Director**

**Duties:** Coordinate and manage the athletic-related functions for the College, including planning, organizing, and managing the employees and coaches within the Athletics Department. Develop and implement specific athletic programs; direct and coordinate a full range of athletic department services and programs. Ensure compliance with NAIA regulations and appropriate correspondence. Facilitate athlete and coach orientation, conditioning, and athletics training programs. Advise other college personnel in planning programs and services for student athletes and athletic activities. Facilitate the supervision and utilization of the athletic facilities; coordinate athletic uses of training and weight room facilities; recommend and review policies for student and community use of facilities at the college; review and recommend changes, repairs and improvement of athletic equipment and facilities. Arrange for athletic events (game management) with coaching staff. Oversee the production of the athletic handbook, bulletins, and other publications. Coordinate master athletic calendars. Maintain website and review data entered by coaching staff to ensure current and accurate information is posted. Work with academic and enrollment management departments to facilitate recruitment, retention, and graduation of student athletes. This is an administrative position reporting to the President and is a member of the Core Cabinet.

### **Education and Experience:**

Bachelors degree with 2 to 3 years of experience on a College coaching staff, with athletic department and sports coordination duties. Master's degree preferred. Experience with managing staff and students and collaboration with faculty and administrative staff.

### **TO APPLY:**

Please send by email to [lgoins@stillman.edu](mailto:lgoins@stillman.edu) PDF files of: (1)A cover letter addressing the candidate's interest in and qualifications for the position; (2) Resume; and (3) completed Stillman Employment Application (available for download at "About Us" at <http://www.stillman.edu/images/documents/application.pdf>)