



STEPHEN F. AUSTIN STATE UNIVERSITY

TITLE: **DIRECTOR** (Intercollegiate Athletics)

GENERAL DESCRIPTION:

This is an executive position responsible for the overall management of the intercollegiate athletics programs within the policies, procedures, and guidelines established by Stephen F. Austin State University, the National Collegiate Athletic Association (NCAA), and any athletic conference in which the university is a member (Conference). Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Reports to the University President.

ESSENTIAL JOB FUNCTIONS:

1. Directs the staff within the Department of Athletics, including selection, evaluation, and dismissal.
2. Ensures compliance with university, NCAA, and Conference rules and regulations, including but not limited to financial transactions, academic eligibility, and code of conduct.
3. Develops and manages the Department of Athletics budget and ensures the department operates within its allotted budget.
4. Develops and maintains a staff committed to student-athlete success, compliance, revenue generation, and effective operations across all units and sports programs.
5. Maintains an environment conducive to effective coaching techniques and provides the support needed for the professional development of the coaching staff.
6. Stays current on understanding the collegiate athletics environment, including the role of the NCAA, the evolving structure related to student-athlete compensation (Name, Image, and Likeness), and transfer portal challenges and opportunities.
7. Oversees conflict resolution within the athletic department.
8. Oversees all fundraising and athletic revenue generation endeavors within the Department of Athletics and collaboratively with the university's Office of Development and multimedia rights holder.
9. Works with departmental administrative staff and head coaches to establish schedules for the various athletic teams.
10. Develops, implements, and enforces departmental policies and procedures.
11. Assists with creating and maintaining a quality academic and athletic program for the student-athletes.
12. Promotes athletics events directly on the campus and actively in the community.
13. Represents the university on committees within the Conference and the NCAA as well as other related associations.

NON-ESSENTIAL JOB FUNCTIONS:

1. Adheres to all applicable NCAA, Conference, and university rules and regulations.
2. Attends university, Conference, NCAA, and other organizational meetings, as assigned.
3. Assists in counseling prospective athletes and their families regarding the university and the intercollegiate athletics program.
4. Attends practices and athletics events.

5. Performs other related duties as assigned.

GENERAL QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation.

1. Knowledge of, or the ability to learn, university policies and procedures.
2. Knowledge of, or ability to learn, policies, procedures, and guidelines established by the Conference and the NCAA.
3. Knowledge of marketing principles, including promotion, fundraising, and public relations.
4. Skill in using computer applications including spreadsheet, database, and word processing software.
5. Ability to communicate effectively in both oral and written form.
6. Ability to establish and maintain a good rapport with university faculty and staff, students, and the general public.
7. Ability to organize work effectively, conceptualize, prioritize objectives, and exercise independent judgment based on an understanding of organizational policies and activities.
8. Ability to manage a budget and work within the constraints of that budget.
9. Ability to effectively plan and delegate the work of others.
10. Ability to identify problems, evaluate alternatives, and implement effective solutions.
11. Ability to develop, interpret, and evaluate policies and procedures.

EDUCATION:

Bachelor's degree in a related field is required. Master's degree is preferred.

EXPERIENCE AND TRAINING:

Five years of related experience is required. Senior level experience in athletics is required. Previous athletic experience in a university setting is preferred.

Safety Statement

Stephen F. Austin State University recognizes the potential for accidents in performing job-related tasks. SFA promotes a safe working environment. Employees will be responsible for completing assigned tasks safely and efficiently. Employee evaluations will include safe job performance.

This is a security-sensitive position subject to criminal record check.

This is an IT-sensitive position subject to the Computer and Network Security policy.