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***Assistant Trainer – Football***

Employer: Oregon State Athletics

Categories: Sports Medicine, Sports Medicine - Athletic Training

Type: Full-time – Experienced

Job Description**:**

Responsibilities include, but are not limited to, providing and coordinating athletic training services for student-athletes that may include but not be limited to the sport of football; maintaining electronic health records, coordinating care with team physicians, communicating with the coaching staff, assist in the management of facility inventory & supplies, and provide general athletic training services for OSU student-athletes as assigned. The Assistant Athletic Trainer reports to the Head Athletic Trainer and works clinically under the supervision of the Head Team Physician.

The mission of the OSU Department of Athletics is to provide opportunity to young people and develop leaders through a tradition of academic and athletic achievement in a progressive, inclusive environment of mutual respect.

**Requirements:**

MINIMUM QUALIFICATIONS: Bachelor's Degree in Athletic Training or related field.

Current National Athletic Trainers' Association Board of Certification (NATABOC) certification and current CPR/AED for Professional Rescuer required. Eligibility for State of Oregon license is also required. Candidates are required to have demonstrated advanced skills in patient care, rehabilitation and administration in an athletic population. This position is designated as a critical, security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be deemed fit for duty at placement and while serving in the position.

PREFERRED QUALIFICATIONS: Master's Degree in Athletic Training or related field.

Two years post-graduate experience in providing athletic training services particularly with Division I football or similar program. Excellent verbal and written communication skills and experience working in collegiate athletics is preferred. The Assistant Trainer demonstrates their commitment to promoting and enhancing diversity.

***Administrator, Athletics Operations***

Employer: The Community College of Baltimore County, [Baltimore, Maryland](http://maps.google.com/maps?ie=UTF8&ll=39.291866,-76.578302&z=13)

Type: Full-time – Experienced

Job Description:

Under the Direction of the Assistant Director of College Athletics, the Administrator, Athletic Operations, is responsible for complex administrative work supporting College Athletics. Job responsibilities include:

1. Assist with team operations, student athlete development, event management, and department coordination on a campus.

2. Coordinate the use and maintenance of athletic facilities for a campus.

3. Manage intercollegiate athletic, camp, rentals, community, and facility scheduling for a campus.

4. Maintain and publish on all relevant athletic web sites, publications, and databases on a campus or college-wide basis.

5. Lead athletic procurement and inventory on a college-wide or campus basis.

6. Serve as athletic photographer on a campus or college wide or campus basis.

7. Supervisor staff as assigned.

8. Perform athletic projects for as assigned.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.

Requirements: Bachelor's degree and five years of experience working in collegiate athletics; CPR and First Aid certifications preferred.

***Director of Women's Basketball Operations***

Employer: Florida International University, Maimi, FL

Categories: Operations, Operations - Administrative Support, Operations - Player Development

Type: Full-time - Experienced

Job Description:

Florida International University is currently seeking a Director of Women's Basketball Operations. Job duties include:

•Works with the Head Coach and assistant coaches with the team travel; game day operations for the team at away and home games; community service opportunities and appearances as coordinated with student-athletes and the Assistant Director of Student-Athlete Development and Community Relations; pre-season/summer training (including meals, housing, etc). Coordinates activities for recruiting visits and works with the Compliance office to secure all admissions-related paperwork.

•Assists in fundraising and marketing promotions for athletic programs in partnership with the office of External Relations.

•Coordinates with the Athletics Administration and serves as a liaison for Women's Basketball with various University units (housing, admissions, financial aid etc) on issues related to each respective area.

•Works closely with the Assistant Director of Student-Athlete Development to develop strong working relationships with student-athletes that emphasize the value of education and the development of self-reliance, self-confidence, empowerment, and intrinsic motivation.

•Maintains confidentiality for the department. Treats with utmost confidentiality and sensitivity any matter pertaining to academic and personal data of student athletes and any information either directly or indirectly impacting the University and/or Athletic Department.

Requirements: Master's degree in an appropriate specialization; or a bachelor's degree in an appropriate specialization and two years of experience.

***Director of Athletics Annual Giving***

Employer: UNC Asheville, [Asheville, North Carolina](http://maps.google.com/maps?ie=UTF8&ll=35.637430,-82.558381&z=13)

Categories: Operations, Operations - Development, Operations - Event Management

Type: Full-time – Experienced

Job Description:

This position reports directly to the Director of Athletics and is responsible for achieving the annual fundraising goals for the Bulldog Athletics Association (BAA) including the strategic execution and management of a comprehensive annual giving program for athletics and the execution of fund-raising special events.

Working closely with the Director of Athletics, manage and supervise the day-to-day operations of the Bulldog Athletics Association (BAA) and its Board.

Promote the message of the Bulldog Athletics Association (BAA) by executing a coordinated communications and strategic plan that includes email, direct mail, phone/mail and personal visitation, all focused on growing and shaping a sustainable tradition of annual giving.

Serve as the Executive Director of the Bulldog Athletics Association (BAA) which includes staffing meetings, coordinating BAA requests for support from the department, and serving as a primary contact within both the UNC Asheville Athletics Department and Advancement Office for specific BAA activities.

Assist the Director of Athletics and Advancement Staff in prospect identification, cultivation, solicitation, and donor recognition programs that are consistent with accepted advancement standards.

Serve as the lead staff member in support of the annual Athletics Scholarship Fund Drive for the Bulldog Athletics Association (BAA). This includes developing a plan with the Director of Athletics; recruiting, training, and directing the volunteers that participate in the membership drive.

Oversee the distribution of the Bulldog Athletics Association (BAA) annual donor benefits and manage the annual giving acknowledgement system and priority point system.

Assist in the identification and recruitment of new volunteers to serve on the Bulldog Athletics Association (BAA) Board.

Direct special event fund raising programs such as the annual golf outing, Hall of Fame Dinner, alumni events, Bulldog Coaches Caravans, and trips to away games.

Supervise external events for athletic donors.

Perform various administrative duties as required including the maintaining databases, writing copy, designing brochures, producing monthly Bulldog Athletics Association (BAA) newsletters.

Serve as liaison between the Bulldog Athletics Association (BAA) and the Athletic Ticket office.

Work closely with the Director of Corporate Sales & Marketing and the Advancement Office & Alumni Association in a collaborate effort to increase membership in the Bulldog Athletics Association (BAA).

Serve as primary contact between the Bulldog Athletics Association (BAA) and the Advancement Office Gifts Processing Office.

Oversee the maintenance of the Bulldog Athletics Association (BAA) information on the www.uncabulldogs.com website.

Other duties as assigned by the Director of Athletics.

Requirements: Bachelor’s Degree from an accredited university, with work experience in athletics, higher education or not-for-profit sector. A two to three year proven experience in fund-raising, marketing, sales, or public relations and demonstrating an understanding of fund-raising principles. A proven work ethic, good organizational skills, computer skills, communication skills, and ability to manage multiple projects with minimal supervision.

***Assistant Athletic Communications Director***

Employer: American University, D.C.

Categories: Operations, Operations - Sports Information

Type: Full-time – Experienced

Job Description:

The Assistant Athletics Communications Director position will assist the Associate Athletic Director for Athletic Communications in publicizing American University’s 16 intercollegiate athletic teams and in the writing, editing and publishing of all external athletic publications. This position works under general supervision.

It also serves as the athletic communications contact for the following sports: Men’s Soccer, Women’s Soccer, Wrestling, Women’s Basketball, and Swimming and Diving Team. Write and edit external athletic publications, prepare and provide pre and post-game information, maintain statistics, write feature stories for the AU website, produce live broadcast and edit video highlights, update web pages, Facebook, Twitter and mobile app. Manage student-workers and communications event staff, which includes frequent traveling in-season.

Requirements: A Bachelor’s degree in journalism, public relations or related field. Having experience in sports information with game statistics programs necessary. Having a working knowledge of Macintosh and IBM systems, including the Adobe InDesign, Photoshop, Illustrator and all Microsoft Office Programs, is required. In addition, having experience in social media, video, broadcast, and photography with a must have strong writing skills and web publishing knowledge.

***Sports Information Director***

Employer: Texas A&M University-Kingsville, [Kingsville, Texas](http://maps.google.com/maps?ie=UTF8&ll=27.514425,-97.860850&z=13)

Categories: Operations, Operations - Sports Information

Type: Full-time – Experienced

Job Description:

This position supports Texas A&M University-Kingsville’s long and proud athletic heritage by generating regional and national visibility for its 12 intercollegiate sports and its student-athletes. Responsibilities include: handling athletic media relations; maintaining the athletics website; developing media guides, game programs, press releases and supporting materials; compiling and distributing statistics and maintaining statistical archives; managing press areas and assisting with game day management (media relations); management, retention and recruitment of students staff; coordination of radio, web streaming, photography and Pro Star. This position reports to the Assistant Athletic Director, external advancement and provide excellent customer service.

Requirements: A 4 year degree with the minimum 3 years in collegiate and/or professional sports information or a parallel field.

***Director of Athletic Facilities***

Employer: Tulane University, [New Orleans, Louisiana](http://maps.google.com/maps?ie=UTF8&ll=29.954635,-90.123422&z=13)

Categories: Operations, Operations - Facility Management

Type: Full-time - Experienced

Job Description:

The employee coordinates all aspects of athletics facilities operations, maintenance, and repair, and manages the facilities maintenance staff. The employee manages all aspects of University facilities in the presentation of intercollegiate athletic events, and supervises the athletics facilities staff. KEY RESPONSIBILITIES: Manages all aspects of facilities maintenance activities, including facilities repairs, renovation, and scheduling. The employee serves as Athletic Department liaison to the facilities services department and the janitorial services subcontractor. The employee negotiates maintenance and some minor construction and/or capital improvement contracts. The employee assists, when needed in attending and participating in construction meetings and activities relative to new athletic facility initiatives. Coordinates the use of athletics facilities for home intercollegiate athletic events and department rental events, including but not limited to scheduling facilities staff, and coordinating post-event clean up. Assists, as needed with the management of event activities and game operations for home intercollegiate athletic events and department rental events with duties encompassing both facilities and game operations responsibilities, including but not limited to coordinating post-event clean up. The employee performs other duties as assigned by the Associate Athletic Director for Internal Operations. Ensures that all Department of Athletics and University related activities operate in full compliance with university, conference and NCAA rules and regulation. Attends and participates in scheduled compliance seminars and complies with all the Athletic Department's efforts to monitor compliance with NCAA regulations.

Requirements: A Bachelor’s Degree preferred, with previous successful experience directing facilities maintenance activities and/or event operations are preferred, preferably at the NCAA Division I-A level. Having the ability to interact effectively with various university-related and outside constituencies is required. A strong interpersonal and managerial skills are required, with capabilities of working evenings and weekends as necessary is required.

***Assistant Director – Tulane Athletics Fund, Development Officer***

Employer: Tulane University - Department of Athletics, [New Orleans, Louisiana](http://maps.google.com/maps?ie=UTF8&ll=29.954635,-90.123422&z=13)

Categories: Operations, Operations - Development

Type: Full-time - Experienced

Job Description:

The Assistant Director of the Tulane Athletics Fund (TAF) is a professional fund-raising position reporting to the Director of the Tulane Athletics Fund. The Assistant Director of TAF will identify, cultivate, solicit gifts for TAF, steward Athletics donors and prospects, and will be involved with all aspects of the Development operation for Tulane Athletics. The position will also assist with the development, planning, and staging of special events in Athletics and for TAF.

Requirements:

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Qualifications: 1 year direct fund raising or transferable experience required. Transferable experience includes: marketing, admissions, public relations, alumni relations, volunteer management, or sales experience. Experience in writing and preparing fundraising solicitations and newsletters with the ability to interact effectively and diplomatically with external constituencies and prospective donors. Excellent interpersonal, oral and written communication, public speaking and presentation skills. Excellent organizational skills, to include the ability to prioritize projects and meet established deadlines, and the ability to travel and work evenings and weekends as necessary.

***Assistant Director of Athletics***

Employer: Massachusetts Maritime Academy, [Buzzards Bay, Massachusetts](http://maps.google.com/maps?ie=UTF8&ll=41.741040,-70.588920&z=13)

Categories: Operations

Type: Full-time - Experienced

Job Description:

Assist the Academy’s Athletic Department in developing quality, competitive athletic programs and support of individual educational goals of the student-athlete, with an emphasis on women’s athletics. Serve as the Department’s NCAA Compliance Officer by coordinating with other administrative departments. Develop policies and procedures designed to educate and train coaches, players, and staff on the Academy’s intercollegiate and recreation athletic programs. Provide leadership with a focus on recruiting and retaining student-athletes by providing guidance and training to coaching staff. Manage the oversight of all home athletic events and department work study/student employment programs. Work closely with Director of Athletics to develop annual budget. Promote a positive image of the Department of Athletics, the athletic programs, teams and the Academy by participating in community or professional events and representing the Academy at various conferences or meetings. Participate in open houses, orientation, convocations, commencement, or other Academy related activities as directed. Serve as advisor to the Student-Athletic Advisory Committee.

Requirements: Bachelor’s degree required and at least five years of experience in Athletics Administration is required. Demonstrated knowledge of NCAA rules and regulations. Demonstrated knowledge and ability in the areas of athletic recruiting, team leadership, budget management and student advising. Must possess strong interpersonal skills and work cooperatively with the departments administrative, coaching and support staff as well as various entities and constituents on and off-campus.

Preferred qualifications: Master’s degree with an emphasis in Athletic Administration, Physical Education or Recreation. At least five years experience in a National Collegiate Athletic Association (NCAA) level athletics program.

To apply, please submit a cover letter, a resume, an MMA application, Affirmative Action form, and the contact information of five (5) professional references. These forms are located on the employment quick link on our website: www.maritime.edu. Application materials may be attached and sent electronically to hr@maritime.edu. Alternatively, you may send your application materials by USPS to: Human Resources, Massachusetts Maritime Academy, 101 Academy Drive, Buzzards Bay, MA 02532. Finalist must complete a pre-employment drug screening and background check. MMA is an AA/EEO employer. Members of underrepresented groups are encouraged to apply.

***Assistant Athletic Communications Director***

Employer: Illinois State University, Normal, Illinois

Categories: Operations, Operations – Sports Information

Type: Full-time - Experienced

Job Description:

Illinois State University invites applications for the position of Assistant Athletic Communications Director. This position is a full-time, 12-month position, preferably to begin October 1, 2012. Responsibilities include, but are not confined to administering sports information, media relations and publications as part of a 19-sport intercollegiate athletics program. This position coordinates media relations and publications efforts for the sport of men’s basketball, directs media relations, publications and communications for intercollegiate athletics marketing efforts, assists in Illinois State’s other intercollegiate sports and coordinates the official department website for athletics media relations, and other duties as assigned by the Assistant Athletic Director for Athletics Communications. Qualifications: Bachelor’s degree required (public relations, mass communications, journalism or related), two (2) years intercollegiate athletics media relations experience, two (2) years experience working in Division I Athletics. Preferred qualifications: Master’s degree, publications planning and management experience, demonstrated high level journalistic writing and editing experience; knowledge of women’s and men’s intercollegiate sports; desk-top publishing skills; demonstrated ability to work with media, student-athletes, coaches, administrators, printers, photographers, graphic designers, and others involved in media relations and publications as well as interacting with professionals in other campus units; publications planning and management skills; newsletter production experience. Salary is commensurate with experience and qualifications. Review of applicants will begin after September 19, 2012 and continue until the position is filled. To assure full consideration, interested individuals should submit an application at www.IllinoisState.edu/jobs . Illinois State is an equal opportunity University encouraging diversity. Commitment to and responsibility for adhering to all rules, regulations, policy, procedures and guidelines of the National Collegiate Athletics Association (NCAA), the Missouri Valley Conference and/or Missouri Valley Football Conference (MVC or MVFC), the State of Illinois, Illinois State University and the Athletics Department.

Requirements: A Bachelor’s degree is required in either one of the areas (public relations, mass communications, journalism or related), two (2) years intercollegiate athletics media relations experience, and two (2) years experience working in Division I Athletics.

***Academic Coordinator for Men’s Basketball***

Employer: Providence College, Providence, Rhode Island

Categories: Operations, Operations – Academic Support

Type: Full-time - Experienced

Job Description:

Department: Academic Support Services

Overview: Oversee the normal academic progress from matriculation to graduation of Men's Basketball student-athletes. Facilitate the overall adjustment and development of Men's Basketball student-athletes through mentoring and academic skills training. Reports to: Assistant Director for Student-Athletes Essential Duties: 1. In conjunction with the Associate Director of Academic Services, the Assistant Director for Student-Athlete Services, and the Men's Basketball coaching staff, design and deliver a comprehensive system of academic support for Men's Basketball student-athletes. Conduct regular one-on-one meetings, assist student-athletes in developing effective study skills, strategies, and habits. Design and facilitate workshops to address under-preparedness and foster academic growth. Travel with the team when necessary and appropriate. Make referrals to additional OAS sources, as well as faculty, faculty advisors and the Dean's office. Assist in recruiting academically qualified student-athletes. 2. Communicate regularly with faculty, coaches, and administrators regarding the academic progress of Men's Basketball student-athletes. Meet weekly with coaches and Athletic administrators to review academic progress. Provide weekly, written status updates to the Associate Director and the Director of Academic Services. Follow up with student-athletes, faculty and coaches to address academic concerns. 3. Coordinate and oversee daytime and evening study hall. Prepare travel notifications and progress reports for distribution to faculty. Assist in coordinating student-athlete pre-registration and in the certification of student-athletes for intercollegiate competition. Maintain accurate records in compliance with OAS, College, Conference, and NCAA rules and regulations.

Requirements: Marginal Duties: 1. Perform all other duties as may be required. Education and Experience Required: Master's Degree in counseling, college student personnel, education, or other related field from an accredited institution. A minimum of three years' experience in academic advising/counseling or teaching with experience in motivating and relating to students from diverse backgrounds. Superior written and oral communication skills. Excellent organizational skills and the ability to multi-task. Knowledge of counseling skills/strategies to build positive relationships. The Ability to motivate student-athletes in their academic and personal development. Computer skills (word processing, spreadsheets, databases, e-mail, campus administrative system). Knowledge of learning strategies and study skills; ability to teach these skills and strategies in both on-on-one and group situations. Knowledge of NCAA rules/regulations, especially as they relate to academic progress-eligibility. Evening and weekend hours required.

***Director of Marketing and Communications for Athletics***

Employer: Elon University, Elon, North Carolina

Categories: Operations, Operations – Marketing/Promotions

Type: Full-time - Experienced

Job Description: Elon University is seeking applicants for a Director of Marketing and Communications for Athletics. This position reports to the Assistant Director of Athletics/Director of the Phoenix Club and supervises the full time marketing and communications staff. This position will work directly with both staffs as well as the 17 varsity sports at Elon to handle all marketing and communications duties for the athletic department.

Requirements: Bachelor’s degree required; Master’s degree preferred with three to five years related experience.

***Assistant Athletic Trainer***

Employer: Young Harris College, Georgia

Categories: Sports Medicine, Sports Medicine – Athletic Training

Type: Full-time - Experienced

Job Description: Young Harris College is a selective liberal arts institution founded in 1886 and affiliated with The United Methodist Church, which enrolls more than 1000 students across five divisions – Education, Fine Arts, Humanities, Mathematics and Science, and Social and Behavioral Sciences - with a student-to-faculty ratio of 15:1. Young Harris College enjoys a strong endowment and is engaged in significant enrollment and campus growth since receiving accreditation in 2008 from the Southern Association of Colleges and Schools (SACS) to offer baccalaureate degrees. The College now offers 16 baccalaureate degrees, with more academic programs being offered each year. Major campus improvements include the recent completion of three LEED -certified facilities, with more under construction and in design. Young Harris College is located two hours north of Atlanta and two hours south of Asheville, NC, and Chattanooga, TN, in the beautiful north Georgia mountains.

Young Harris College is seeking a full-time Assistant Athletic Trainer to work under the supervision of the Head Athletic Trainer and supervise the care of student-athletes competing in Young Harris College intercollegiate athletics. The Assistant Athletic Trainer will be responsible for the prevention, evaluation, management, and rehabilitation of injuries within the YHC comprehensive sports medicine program.

Primary Responsibilities will include the following: prevention of athletic injuries and illnesses, evaluation of athletic injuries, treatment of athletic injuries, providing education and counseling to student athletes about their injury/illness, supporting the head athletic trainer with athletic training administrative duties, assisting with the coordination and scheduling of medical coverage for home and away competitions (travel with certain teams is required), hiring, managing, and scheduling student athletic trainers, maintaining appropriate documentation and recordkeeping, and effectively communicating with physicians and other allied health professionals to deliver care to student-athletes.

Requirements: A Bachelor’s Degree in the appropriate area of specialization with a Master’s degree in Athletic Training or related field preferred, but not required and at least 1 year prior experience in collegiate athletics. Must be certified by the National Athletic Trainers’ Association Board of Certification (NATABOC), have State of Georgia Athletic Training Licensure, or ability to apply for Licensure and familiarity with NCAA governing rules is also preferred.

***Youth Athletics Recreation Assistant***

Employer: Valdosta – Lowndes Parks and Recreation Authority, Valdosta, Georgia

Type: Full-time – Entry Level

Job Description:

The Valdosta-Lowndes County Parks and Recreation Authority is accepting applications for the position of Youth Athletics Recreation Assistant. This is a full time position with benefits. Responsibilities include assisting the Youth Athletics Supervisor. Major duties of the position include but are not limited to the following:

•Assists the Youth Athletic Supervisor with planning, organizing and coordinating all youth athletic programs, weekend tournaments, and special events, within budget constraints.

•Assists the Youth Athletic Supervisor with training and supervising personnel (e.g., officials, score keepers) for athletic programs; performs duties of part time personnel in their absence.

•Assists the Youth Athletic Supervisor with scheduling the use of athletic facilities for outside groups.

•Assists the Youth Athletic Supervisor with requisitions, reimbursements for maintenance expenses and purchasing all supplies and equipment for youth athletic programs.

•Assists the Youth Athletic Supervisor with addressing inquiries regarding athletic programs by telephone.

•Performs other related duties as assigned.

This position works both traditional and untraditional hours to include some weekends and nights. Hours and shifts may vary depending on special events and needs of the Authority.

Requirements: A Bachelor's degree in sports management, leisure services, parks, recreation and tourism management, or related field supplemented by one to two years of responsible experience in recreation programming, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Knowledge of the rules of a variety of sports (e.g., softball, baseball, basketball, soccer, football) is a must. Skill in planning and coordinating large groups of people in order to insure the availability of facilities, supplies and volunteers for athletic events. Applicants must have reliable transportation and a valid driver’s License. Successful applicant will display a positive attitude and professional manner. If offered the position applicant must satisfactorily complete all post offer background checks, a MVR and a drug test.

***Assistant Director of Athletic Media Relations***

Employer: UMass Lowell, Lowell, Massachusetts

Categories: Operations, Operations – Sports Information

Type: Full-time - Experienced

Job Description:

Responsible for assisting the Director of Athletic Media Relations in organizing, administering and supervising all aspects relevant to the publicity of the men's and women's varsity intercollegiate program.  Assistant Director will also be responsible for the creation, implementation and management of multimedia content for the official website of UMass Lowell Athletics.

ESSENTIAL JOB DUTIES: 1. Assist the director as liaison between the Department of Athletics and various print and electronic media outlets and with all inquiries relative to the University's Athletics program. 2. Assist the director with coordination of all publicity for the varsity athletic programs. Prepare, write and distribute press releases. Coordinate and disseminate all pre-game and post-game information to various media in attendance at an athletic contest (i.e. ice hockey play-by play and statistics, hockey summary and shot charts, baseball statistics, etc.) and report same to outlets. Preparation of game programs, game notes and media information. Pitch feature story ideas to local, regional and national media outlets. 3. Responsible for maintaining and reporting accurate records and statistics for varsity teams (particularly, but not limited to: ice hockey, baseball, field hockey, and volleyball). This includes appropriate weekly correspondences to various conference headquarters and the NCAA. 4. Assist director with the athletic department website. Ensure that information is accurate and updated, presentation is appealing and content can be accessed in a user friendly manner. Coordinates video streaming of athletic events. Management of unique editorial, multimedia and sponsored content. 5. Responsible for fostering the development and integration of new media in the athletic department, including, but not limited to: Comcast On-Demand, Facebook, Twitter, etc. 6. Coordinate media relations services for home and away athletic contests.

Promote the University's commitment to customer service by: •Build effective partnerships with co-workers throughout the University by freely sharing appropriate information and providing assistance when needed. •Ensuring optimum service to all internal and external partners in response to all requests for service and information. •Maintaining an environment that is welcoming to persons of all backgrounds, nationalities, and roles.

OTHER JOB DUTIES 1. Performs other related duties as assigned

Requirements: Minimum Qualifications (Required): •Bachelor's degree in Journalism, English, or related subject matter •3-5 years experience in college sports information/media relations •Previous extensive experience using desktop publishing, web content management software, video editing software, automated scorebook software.

Other Considerations: •Sound organizational and effective management skills. •Good interpersonal skills and the ability to communicate effectively, both orally and in writing, with student-athletes, coaches, athletic administration, faculty and staff, media representatives, and the general public.

***Assistant Football Operations Director***

Employer: Florida International University, Miami, Florida

Categories: Operations, Operations – Player Development

Type: Full-time - Experienced

Job Description:

\*Assists with the following duties under the direct supervision of the Director of Football Operations: The coordination of team travel, supervision of game day coordination of team for home games, follow up with all assistant football coaches in implementation and follow through of all academic policies, follow up with assistant football coaches in securing attendance of student-athletes at all mandatory meetings, coordinating with head coach, assistant coaches and student-athletes in community service opportunities and appearances, the coordination of pre-season/summer training (including meals, housing, etc.), the coordination of recruiting weekends, supervising all coordination with professional scouts, supervise and secure the collection of all admissions-related paperwork

\*Edits game film into point of attack tapes that includes Updating the FIU film library on a daily basis, assisting the assistant coaches in gathering of high school film. Provides daily updated film lists to the assistant coaches daily.

\*Develops and executes an email campaign to prospective student-athletes.

\*Assists in the logistic operations for official visits, game day operations, and giving campus tours to prospective student-athletes and their families

\*Reviews, understands and abides by all department procedures.

\*Maintains confidentiality for the department. Treats with utmost confidentiality and sensitivity any matter pertaining to medical, academic and personal data of student athletes and any information either directly or indirectly impacting the University and/or Athletic Department.

Requirements: Master's degree in an appropriate specialization; or a bachelor's degree in an appropriate specialization and two years of experience.

***Assistant Athletic Director for Development***

Employer: University of South Carolina Upstate, Spartanburg, South Carolina

Categories: Operations, Operations – Development

Type: Full-time - Experienced

Job Description:

The University of South Carolina Upstate, a member of NCAA Division I and the Atlantic Sun Conference, is seeking candidates for the position of Assistant Athletics Director for Development (requisition #004934). The Assistant Athletics Director for Development serves to generate external funding for the Department of Athletics and is a member of the senior administrative team. The primary job duties include: initiating and developing corporate sponsorships, managing booster club operations, coordinating major departmental fundraising events, assisting the Director of Athletics with the solicitation of major gifts and naming opportunities, and facilitating sport-specific development initiatives. This is a full-time, 12 month position with benefits.

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Requirements: The successful applicant must have a bachelor's degree and three years experience within sport administration, corporate or sales management, sports councils, non-profit management or other related fields. The preferred qualifications include: master's degree in a related field, knowledge of NCAA Division I rules and regulations, experience with Razor's Edge software, interpersonal and leadership skills, and excellent computer, written, and oral communication skills. A successful background check and proof of valid driver's license and good driving record are required.

***Director of Operations & Media Relations***

Employer: Montana State University Billings, Billings, Montana

Categories: Operations

Type: Full-time - Experienced

Job Description:

The Director of Operations and Media Relations reports to the Director of Intercollegiate Athletics and is responsible for those activities that promote and facilitate the development of a positive image for the University’s intercollegiate  athletic teams, student-athletes, and coaches. In addition, the person in this position oversees the set up and management of each home athletic event. More specifically, the Director of Operations and Media Relations responsibilities include, but are not necessarily limited to the following: Actively promoting and publicizing all aspects of the athletic program. Establishing and maintaining effective contacts with local, regional, and selected national media representatives and outlets, including radio, television, newspapers, and internet sites. Ensuring that all source material about the athletic program is accurate and in accordance with university, departmental, conference, and NCAA policies. Planning and implementing a media relations program designed to produce favorable local, regional, and national publicity about MSU Billings Athletics. Continually reviewing various news media to access the public and media reaction to all aspects of the Yellow jacket Athletics program. Planning and coordinating all Athletic Department publications, including schedule cards, posters, brochures, media guides, game programs, newsletters, advertisements, etc. Planning and coordinating published materials which will assist in the recruitment of student-athletes and help promote attendance at home athletic contests. Actively promoting the Athletic Department, teams, student-athletes, and coaches to the on-campus community through various media including the MSU Billings student newspaper, Yellow jacket website, etc. Updating campus reader boards and other means of campus advertising. Maximizing media exposure for MSU Billings student-athletes, coaches, and teams. Initiating, writing, and circulating sports-oriented material, feature articles, news releases, and post-game stories for the media and on the Yellow jacket website. Advising coaches and student-athletes on public information policies and procedures of the athletic program, the University, and the NCAA. Coordinating and maintaining a system of files and record keeping of statistics, sports news, clipping, photos, and Athletic Department historical and biographical libraries. Gathering statistics for monitoring and reporting the performance and progress of all student-athletes and teams for conference awards, NCAA awards, and other recognized award programs. Working closely with the Sports Editor of the Retort (MSUB student newspaper) to provide effective coverage of all Yellow jacket athletic events. Providing necessary statistics and media materials for all opposing teams and their media outlets as requested. Coordinating the updating of the athletics website in a timely and professional manner. Making recommendations for and effectively managing the media relations budget. Engaging the University community by participating in campus activities, such as faculty meetings, staff meetings, and other similar opportunities to build relationships to impact the athletic program in a positive manner. Coordinating and supervising work study, volunteer, part-time, and graduate assistant workers who perform media relations, statistics, bench crew, or game management duties. Ensuring that courts and fields are properly prepared according to specifications of each sport and supervising set up and tear down for each home athletic event. Monitoring game operations, supervising staff, and resolving problems that occur. Coordinating the collection and distribution of game statistics for home athletic events. Ensuring that all home athletic events are staffed adequately. Coordinating with the Assistant Athletic Director who oversees corporate sponsorships that the relevant benefits associated with the department’s corporate partnership program are fulfilled. Coordinating with the appropriate assignors to schedule sports officials/referees for all home athletic contests. Coordinating the radio and/or web advertisements for basketball game broadcasts, the Yellow jacket Sports Show radio and/or web broadcasts, and all other radio and/or web advertising. Coordinating all radio and/or web broadcasts, radio and/or web feeds to and from Billings, and all simulcasts via the internet. Assisting the Director of Intercollegiate Athletics and coaches in scheduling travel arrangements for the Yellow jacket teams. Assisting the Director of Intercollegiate Athletics with planning, implementing, and managing the departmental budget, as requested. Assisting the Director of Intercollegiate Athletics with developing, implementing, and revising the department’s strategic plan, as requested. Performing other duties and responsibilities as assigned by the Director of Intercollegiate Athletics.

Requirements: Bachelor’s degree in communications, public relations, or related field from an accredited university or college. Demonstrating media relations/sports information experience, computer expertise, including word processing, website management, database management, and publications software skills. Demonstrated experience working with Stat Crew statistical software. A willingness to work non-traditional hours, including evenings, late nights, weekends, and holidays. Effective oral and written communication skills, advanced knowledge of grammar, spelling and language usage. Strong human relations skills in dealing with student-athletes, university personnel, members of the media, corporate sponsors, boosters, and members of the on-campus and off-campus communities. Strong organizational skills, with the ability to solve problems effectively and meet short deadlines. Demonstrate the ability to operate a comprehensive intercollegiate media relations/sports information office within budget parameters. Experience with athletic events management and with managing personnel.

PREFERRED QUALIFICATIONS: Master’s degree with a thorough knowledge of NCAA Division II rules and regulations.

***Assistant Athletic Director (Facilities)***

Employer: Southern Illinois University Carbondale, Carbondale, IL

Categories: Executive, Executive - Associate Athletic Director

Type: Full-time - Experienced

Job Description:

Southern Illinois University Carbondale, an NCAA Division I member of the Missouri Valley Conference. Responsibilities: Oversees the maintenance and development of athletics facilities and the SIU Arena, coordination of facility renovations and construction, the scheduling and staffing of all athletics practices and home events and the facility budget control responsibilities. Requirements: Bachelor’s Degree and 5 years of athletic facility management experience with collegiate venues or a Master’s degree and 3 years of experience. Appointment: 12-month term, full-time, salary commensurate with qualifications and experience. This is a security sensitive position. Before any offer of employment is made, the University will conduct a pre-employment background investigation, which includes a criminal background check.

Requirements: A Bachelor’s Degree and 5 years of athletic facility management experience with collegiate venues or a Master’s degree and 3 years of experience.

***Assistant Athletic Trainer***

Employer: Morehead State University, Morehead, Kentucky

Categories: Sports Medicine, Sports Medicine – Athletic Training

Type: Full-time - Experienced

Job Description:

Morehead State University, recognized as one of the top public universities in the South by U.S. News & World Report, is accepting applications for a full-time standing position as Assistant Athletic Trainer in the Office of Athletics. Responsibilities includes: Coordinates prevention, evaluation, treatment, and rehabilitation of athletic injuries; works closely with the Assistant AD/Director of Sports Medicine regarding student/athletes and student staff; serves as primary trainer for particular sports, responsible for all aspects of athletic training for those sports.

Requirements: A Bachelor’s degree required, with two years experience as certified athletic trainer, preferably at the college level. National Athletic Trainers Association (NATA) certification. Eligible for certification through KMA Board of Medical Licensure. *Desired Qualifications*: Experience working in several sports and with both men’s and women’s programs. Well organized in terms of insurance claims, medical records, etc. Good communication skills and computer skills. Morehead State University is an EO/AA educator and employer with a strong commitment to community engagement.

***Assistant Director, Compliance***

Employer: Ohio State University, Columbus, Ohio

Categories: Operations – Operations - Compliance

Type: Full-time – Entry Level

Job Description:

The Assistant Director of Compliance serves as a member of the compliance team that is committed to excellence and advancing Department of Athletics through its strategic plan. The position reports to the Associate Athletic Director and Assistant Athletic Director for Compliance, and works in conjunction with the compliance staff to implement NCAA, Big Ten and The Ohio State University regulations. Responsibilities include, but are not limited to providing interpretive assistance to coaches, administrators and student-athletes, assisting in the preparation and organization of required NCAA and Big Ten Conference forms and reports; assisting with rules education; assisting with monitoring efforts in the areas of recruiting activities, student-athlete employment, initial and continuing eligibility, financial aid, and playing season regulations and other duties as assigned. This position works in a fast-paced creative and collaborative team environment where change is embraced and innovation is encouraged.

Requirements: Experience in an Athletic compliance setting at an institutional, conference or national association level is required. Position requires strong computer skills, strong analytical skills, well-developed written and oral communication skills, and the ability to balance multiple projects. Must have successful experience working in a collaborative and team oriented environment and act with integrity and personal accountability.

***Director of Golf Programming/Men’s Gold Head Coach***

Employer: Lipscomb University Athletics, Nashville, Tennessee

Categories: Coaching, Coaching - Golf

Type: Full-time – Experienced

Job Description:

Lead in the recruitment and coaching of qualified student-athletes, practice planning and organization, coaching before, during and after matches, the counseling of student-athletes, tracking and follow-up of student-athletes to ensure satisfactory progress toward graduation, making travel arrangements, and ensuring compliance with NCAA, Atlantic Sun Conference, and Lipscomb University rules and regulations.

Direct Lipscomb University Athletics involvement with golf club and practice partners on program-improvement projects and initiatives, camp opportunities, fundraising, tournaments and golf events, development and cultivation opportunities for the University, community awareness programming, campus engagement and other opportunities as may arise that will benefit Lipscomb University Athletics and the University as a whole.

Candidates must possess strong interpersonal, coaching, recruiting, organizational, and leadership skills, as well as a commitment to the academic, athletic and Christian mission of Lipscomb University and a competitive Division I program.

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Requirements:

\* *Coaching*: Lead practice sessions and coordinate with strength and conditioning coaches to develop appropriate conditioning sessions. Prepare athletes for matches and assume head coaching duties during matches. Coordinate Individual workouts, swing coaching, course management skill development and post-match follow up with student-athletes. Supervise student athletes to ensure safety during practice and competition

\* *Administrative Responsibilities*: Primary responsibility for all travel planning and scheduling. Primary responsibility for working with Associate A.D. for Budgets and Compliance to ensure compliance with Lipscomb, NCAA, and the Atlantic Sun Conference rules and regulations.

\* *Other Administrative Duties:* Coordinate the distribution, collection, and storage of athletic equipment, uniforms, and supplies. As needed, provide any Lipscomb golf programming or men's golf team-related communications in support of Lipscomb Athletics or Lipscomb University to players, parents, other departments or the community at-large. Perform any other duties or responsibilities related to the Head coaching position as needed or requested by the Director of Athletics

\* *Recruiting:* Strong recruiting skills in every area are a must for this job. Set up scouting and recruiting trips and meetings. Research and review information regarding potential student athletes. Maintain ongoing correspondence with prospective student athletes and their families and serve as an information resource. Understanding of the value of a private, faith-based collegiate education and the ability to sell that vision to prospective student-athletes, their parents, coaches and others is an essential skill needed for this job.

\* *Fundraising:* This position will be expected to assist with fundraising and community involvement efforts as requested by the Associate AD for Development and/or the Director of Athletics.

\* *Golf Programming Leadership:* Direct Lipscomb University Athletics involvement with golf club and practice partners on program-improvement projects and initiatives, camp opportunities, fundraising, tournaments and golf events, development and cultivation opportunities for the University, community awareness programming, campus engagement and other opportunities as may arise that will benefit Lipscomb University Athletics and the University as a whole.

\* *Student Mentoring and Leadership:* Be a leader among the student athletes. Assist with the spiritual development of the student athletes, meet with players one-on-one, and be available for the team members. Maintain an environment in which athletes can gain self-esteem and develop a positive self-image. Demonstrate an interest in the classroom efforts and off-season activities. Provide leadership that promotes positive attitudes, good sportsmanship, and Christian character. Provide ongoing individual support and guidance for team members. Monitor the academic status of each athlete to ensure that team members are maintaining eligibility. Promote an attitude among student athletes that winning is important but is secondary to good sportsmanship and the overall welfare of the athlete.

\* *Experience:* Member in good standing with the PGA of America for at least ten years; Playing experience must include four years of collegiate golf and professional golf (National tournament participation will be given preference); Must be educated on the TPI physical fitness model and be able to implement a TPI program; Minimum ten years of experience teaching at the High School, Collegiate and Professional level which would include players who have competed on the collegiate level and LPGA and/or PGA Tour;

\*\*The following criteria will also be considered and may be used in ranking candidates when evaluating experience and qualifications: Ranking as a teacher among PGA professionals; level of experience managing an operating budget, team, coaching staff and/or club staff; number of years of experience as a Director of Golf at a PGA member club and planning and running golf events. Must have strong demonstrated leadership qualities and integrity in the work place.

***Assistant Director, Sports Information***

Employer: Lewis University, Romeoville, Illinois

Categories: Operations, Operations – Sports Information

Type: Full-time – Experienced

Job Description:

The Assistant Sports Information Director will assist the Sports Information Director in all general areas of the Sports Information operation.Responsibilities include: -Responsible to model the University Mission through dedicated job performance, service excellence to constituencies, respectful collaboration and active support of the University's Mission and Catholic and Lasallian higher education. -Daily maintenance of the Lewis University athletic website. -Writing and editing news releases, media guides, game programs and other sports-related materials. -Compilation and maintenance of statistics and results. -Staffing of home athletic contests. -Reporting of athletic contest results to the media. -The Assistant SID will handle all sports information responsibilities for men's volleyball, women's volleyball and baseball or softball, and will assume some responsibilities for other sports upon assignment by the Director.

Requirements: Minimum Qualifications: Bachelor's degree in a communications field or significant related work experience if degree is in a non-communications area. Experience working in a college sports information office or closely related organization, including working as an intern or graduate/student assistant. Experience in maintaining a website, preferably an athletics website with strong writing and editing skills. Good general knowledge of athletics, especially intercollegiate athletics; knowledge of volleyball, basketball and softball/baseball especially helpful. Have a working knowledge of Macintosh computers and Adobe Design Suite software. Knowledge of basic layout and design principles, strong interpersonal skills and general working knowledge of statistic software; experience with State Crew system courtside preferred.

Lewis University is an equal opportunity employer committed to diversity.

***Assistant Director, Development***

Employer: The University of Maryland, College Park, Maryland

Categories: Operations, Operations – Development

Type: Full-time – Experienced

Job Description:

Under direction of the Assistant Athletic Director for Development, essential duties of the position include but are not limited to: managing a portfolio of 200-250 Annual Fund Donors. The Assistant Director of Development must ensure that timely steps are taken toward the cultivation and solicitation of Annual Fund gifts from these prospects while engaging them in athletics as well as the university as a whole. He/she will develop and implement prospect-specific strategies to identify, qualify, cultivate, solicit, steward and recognize Annual Fund prospects through personal visits, communication, event participation, and volunteer activities. He/she must conduct approximately 250 personal visits each year and must set proposal goals and dollar goals reflective of strategic activity and maturity of prospect pipeline. The Assistant/Associate Director of Development will also oversee elements of the Annual Giving program including the Volunteer fundraising program, special initiatives, and the Business Membership Program.

Requirements: Bachelor's degree in a related field and three years' successful professional development and/or fundraising related experience, preferably in higher education; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved. Evidence of effective written and verbal communication skills, as well as interpersonal skills. Experience in: accomplishments and goal setting; athletic fundraising; working in a collegiate athletic environment; NCAA rules and regulations. High energy level and the ability to work athletics events during nights and weekends are required.

***Assistant Athletic Director of Athletic Communication***

Employer: Radford University, Radford, Virginia

Categories: Operations, Operations – Sports Information

Type: Full-time – Experienced

Job Description:

Manage all aspects of media relations and sports information for 19 varsity sports while promoting the department in accordance with university, departmental, conference, and NCAA policies. Duties include but are not limited to: managing the athletic department's official website (www.RadfordAthletics.com); writing game notes and recaps, press releases and feature stories; cultivating and maintaining positive relationships with media members; and editing and assisting in the design of media guides. This position oversees the day-to-day operations of the communications office, which includes Assistant Directors, the Director of Multimedia and multiple student workers. The Director is responsible for the supervision of two or more sports as assigned by the Director of Athletics, which includes other duties as assigned.

Requirements: Master's degree or equivalent experience in Communications, Journalism or a related field. A minimum of two years of full-time experience in sports writing, sports copy editing, proofreading or desktop publishing; or a minimum of two years of experience in a university sports information office. Accuracy in writing, editing and proofreading. Proficient in the use of MS Office Suite, Adobe Acrobat, Photoshop, InDesign, and QuarkXPress or other desktop publishing programs. Ability to work with minimal supervision and with interruptions while meeting the demands of multiple priorities and deadlines. Experience with in-game statistical software. Ability to work under pressure and meet deadlines. Must have a criminal background check

***Assistant Sports Information Director***

Employer: University of California, Los Angeles (UCLA); Los Angeles, California

Categories: Operations, Operations – Sports Information

Type: Full-time – Experienced

Job Description: The University of California, Los Angeles (UCLA) is accepting applications for the position of Assistant Sports Information Director. Under the general supervision of the Interim Sports Information Director and the Executive Director of Athletic Communications, the Assistant Sports Information Director shall develop and write both in news and feature form, releases about the coaches and athletes of assigned sports and disseminate this information to the media in an effort to publicize various UCLA athletic teams. The Assistant Sports Information Director will also compile notes and statistics for his/her assigned sports, write and design media guides and act as liaison between the coaches and athletes of its assigned sports and members of the print and electronic media. Assistant Sports Information Director will also staff home events and travel with team when deemed appropriate by the Executive Director Athletic Communications/Sports Information Director, reporting results of events to local and national media. Continued employment will be contingent upon satisfactory performance, meeting targeted goals and compliance with University, PAC-12 and NCAA rules and regulations.

Requirements: All applicants should demonstrate the following abilities: Knowledge of the Internet, including how to post and update material on the official UCLA Athletic Department website; Typing skills to quickly and accurately prepare materials; Skills in editing for spelling, punctuation grammar; Skill in interpersonal communications; Skill in proofreading copy and printed materials; Strong news judgment; Knowledge of crisis communications; Skill in creative writing and layout design; Ability to encode html to website; Skills in effective communication (written, phone, in person); Skills in effective and organized research; Ability to prioritize work assignments and media value; Ability to make sound decision under pressure; skill in taking NCAA statistics for sports; Skill in dealing with radio/television networks at events; Skill in and knowledge of social media tactics; Ability to plan and execute specific PR campaigns; Ability to plan and organize a press conference; Ability to follow and understand NCAA guidelines and rules; Skill in the photographic process; Ability to speak in public; Skill in operating a basic computer statistical system; Knowledge of NCAA national championship event procedures and guidelines; Working knowledge of related computer programs, including InDesign, Photoshop, Powerpoint, Word and Outlook; Continued employment is contingent upon completion of satisfactory background investigation.

***Assistant Executive Director – Centennial Conference***

Employer: Centennial Conference, Lancaster, Pennsylvania

Categories: Executive

Type: Full-time – Experienced

Job Description: The Centennial Conference is accepting applications for the position of Assistant Executive Director. The Centennial Conference is an 11-member NCAA Division III athletic conference with headquarters in Lancaster, Pa. The desired start date for this full-time 12-month position with benefits is September 2012.

Responsibilities: Assist in all aspects of Conference operations with special emphasis on public relations/athletic communications activities and championships administration. The assistant executive director will be expected to compile statistics, weekly reports and press releases; coordinate design, layout and production of the Conference Manual and championship programs; assist with the daily maintenance of the Conference website; utilize social media to disseminate news about the Conference; coordinate championship officiating assignments with assignors; represent the Conference at championship events; serve as staff liaison to selected coaches committees and attend all administrative meetings of the athletics administrators. Additional duties include assisting with Conference scheduling and activities of the Conference Student-Athlete Advisory Committee (SAAC). Travel and some night and weekend work required.

Requirements: The successful candidate will possess strong communication, organizational and interpersonal skills, and must be able to work well under pressure and with tight deadlines. Bachelor’s degree required, master’s degree preferred. There is a minimum of 3-5 years experience in athletic administration, collegiate sports publicity or related field. The candidate must have working knowledge of Word, Excel, Adobe Creative Suite, Stat Crew and a Content Management System (PrestoSports CMS a plus).

***Assistant Director of Athletic Communications***

Employer: Loyola University Maryland, Maryland

Categories: Operations, Operations – Sports Information

Type: Full-time – Experienced

Job Description: Loyola University Maryland, an NCAA Division I institution located in Baltimore, is seeking a qualified candidate for the role of AssistantDirector of Athletic Communications. Responsibilities include support and assistance in media relations activities including website maintenance and production of athletic publications. Qualified candidate will serve as the liaison for several of Loyola's athletic teams; produce media guides, programs and news releases and maintain files and statistics related to assigned sports. Qualifications: Bachelor's degree required with a major in communications, public relations, sports management or a related field. Strong verbal and written communication skills as well as excellent computer skills are required. Experience with Stat Crew systems, In-Design or PageMaker and Adobe Photoshop a plus.

***Director of Development/Chicago Operations***

Employer: University of Illinois, Division of Intercollegiate Athletics

Categories: Operations, Operations – Development

Type: Full-time – Experienced

Job Description: Primary Position Function/Summary: Reports to the Senior Associate Director of Athletics for Development. Manages and supervises Chicago satellite development office.

Major Duties and Responsibilities: Under direct supervision of the Senior Associate Director of Athletics for Development, provide management and supervision for the Chicago satellite development office. • Focus primarily on the identification, cultivation, solicitation and stewardship of customers and prospects capable of making principal and major gifts as individuals, corporations, foundations and organizations. • Maintain a portfolio of major gift donors and will be measured on personal visits, moves and dollars raised. • Planning and implementation of annual fund programs, including identification, cultivation, solicitation, and stewardship initiatives of the I FUND including sports specific excellent funds. • Provide strategic direction in the planning and implementation of capital campaigns and initiatives. • Assist with the sales of season tickets and premium seating tickets. •Assist with sales of corporate sponsorship inventory with DIA and Fighting Illini Sports Properties. • Plan and execute special events. • Support the Varsity “I” program. • Provide strategic direction in the marketing of the I FUND and Illinois athletics in the Chicagoland area. • Promote a culture of philanthropy for lifetime engagement by providing outstanding customer service. • Submission and compliance with all donor tracking requirements and reports for the University of Illinois Foundation and the Division of Intercollegiate Athletics. • Knowledge of and compliance with NCAA, Big Ten Conference, and institutional rules related to this position.

Requirements: Bachelor’s Degree required. There is a minimum of five years experience in intercollegiate or professional athletics or related field with excellent knowledge of the development process, corporate relations, and a strong understanding of issues facing intercollegiate athletics and athletic fundraising. The candidate must demonstrate excellent managerial, communication, organizational and interpersonal skills, as well as, computer proficient with the ability to work with large, complex databases.

***Director of Athletic Communications***

Employer: Penn State, University Park, Pennsylvania

Categories: Operations, Operations – Marketing/Promotions

Type: Full-time – Experienced

Job Description: Penn State Intercollegiate Athletics, an equal opportunity employer, is seeking a highly qualified candidate to fill the position of AssistantDirector of Athletic Communications. Responsibilities include serving as a secondary contact for the Penn State football team and a primary contact for at least two sports; producing online team record books, game notes, news releases, and feature stories; generating feature content, video and other unique coverage for GoPSUsports.com, the official Website of Penn State Athletics; responding to media requests; staffing home and selected away events; supervising student workers as well as statistical crews and other event support personnel; facilitating social media in line with department goals; other duties as assigned. Additionally, this position will assist in overseeing the student staff and content production for the GoPSUsports.com All-Sports Blog. Typically requires a Bachelor’s degree or higher plus four years of related experience, or an equivalent combination of education and experience. Excellent communication and organizational skills as well as a proficiency in recording and editing video are a requirement. Knowledge of HTML coding, InDesign, Photoshop, and statcrew software is preferred. Position requires considerable initiative, creativity and independence.

***Assistant Executive Director***

Employer: Princeton University, Princeton, New Jersey

Categories: Operations, Operations – Event Management

Type: Full-time – Experienced

Job Description: The Ivy League seeks applications for an Interim Assistant Director for Communications and Championships.

The communications responsibilities include, but are not limited to, working under direct supervision of the Associate Director of Communications to implement a broad communications strategy for the Ivy League's 33 men's and women's NCAA Division I championship sports serving as the primary media contact for several sports, act as a liaison between the media and the Ivy League and its member institutions to present its athletics model and the wide range of athletic and non-athletic accomplishments of the League's student-athletes and athlete-alumni, update and create written and multimedia content for the official League website and publications, and facilitate media opportunities for the Ivy League Office and/or student-athletes, coaches and administrators at the League's member institutions.

The championships responsibilities include, but are not limited to, working under direct supervision of the Associate Director for Championships and Sport Administration to coordinate assigned Ivy League championship events, including pre-event preparations, on-site conduct of the event, and post-event budget reconciliation. Sport administration responsibilities include, but are not limited to, serving as a primary or secondary Ivy League office liaison to several coaches groups, including setting agenda with the coach chair and administrative liaison, attending annual meetings, following up with issues, drafting changes in Ivy League legislation, and communicating coach group position on NCAA legislative issues.

Requirements: A Bachelor's degree in a communications-related field with a minimum of three years of experience in athletic communications or media relations or related field, preferably in a college environment.

Applicants must demonstrate excellent writing, editing, communication and interpersonal skills, and be willing to work selected nights and weekends. Applicants also must have superior computer skills and experience with Adobe InDesign, Photoshop, QuarkXPress, STAT CREW Software and Web site maintenance.

**Additional Requirements:** Additional consideration will be given to applicants with strong skills with graphic design, multimedia (audio/video procurement and editing) and social media.

***Assistant Business Manager***

Employer: The University of Maryland, College Park, Maryland

Categories: Operations, Operations - Business Office

Type: Full-time – Experienced

Job Description: The Assistant Business Manager is responsible for assisting the Associate Director of Athletics for Business in the overall financial and business management of the department, specifically as it relates to the University of Maryland College Park Foundation and the University System of Maryland Foundation. Responsibilities include: reconciling all deposits and payments to and from foundation accounts; monthly and annual reporting on all foundation accounts; processing deposits from Intercollegiate Athletics into accounts at each respective foundation as well as miscellaneous state deposits; overseeing all cash disbursements from all foundation accounts; serving as the primary liaison with each respective foundation; assisting with registration and revenue management at various special events; generating profit and loss reports for special events; assisting with booking airline travel with state-approved travel agencies; organizing bi-weekly payroll checks for distribution; entering appointments into payroll and human resources system for new hires. In addition, this individual will assist the Associate AD for Business with monthly budget reports and financial forecasts for internal and external constituencies of Maryland athletics. This individual will also work on special projects for the Associate AD for Business and the Chief Operating Officer/Deputy Athletic Director as needed and perform other duties as assigned.

Requirements: Bachelor’s degree required, preferably in Accounting, Finance, or related field. The candidate must have 3-5 years of experience, preferably in a collegiate athletic business office or other athletic related organization’s business unit. An advanced degree may be substituted for one year of work experience, in addition to strong oral and written communication skills. Preference will be given to candidates familiar with the Paciolan Accounting System as well as Advance Development System.

***Assistant Baseball Coach and Athletic Center Supervisor/Campus Recreation***

Employer: Transylvania University, Lexington, Kentucky

Categories: Coaching, Coaching - Baseball

Type: Full-time – Experienced

Job Description: Individual needed for the position of Assistant Baseball Coach, Athletic Center Supervisor / Recreation Supervisor. The candidate selected will assist the head coach with all aspects of running a successful NCAA program, and will act as recruiting coordinator. He will also aid in scheduling and organizing practice sessions, monitoring academic progress, and mentoring and advising student-athletes. Additional duties will be assigned. A pitching background is desirable, but not required. Individual will be required to travel regionally, and will be provided the opportunity to work local and regional camps. This position is shared between athletics and campus recreation. Knowledge of programming in recreation and intramurals will be among the responsibilities, especially during the baseball offseason. The individual should have a desire to help others achieve fitness and health-related goals. They must show initiative, possess a strong work ethic, demonstrate responsibility, and exhibit good communication skills. The ability and willingness to obtain group fitness and or personal training certification is highly recommended.

Requirements: A bachelor’s degree and collegiate or professional coaching/playing experience; a sincere desire to explore or continue a coaching and/or athletics administration career. This full-time nine (9) month position (mid- August to mid-May) reports to and works directly with the head baseball coach, and the director of fitness and wellness. Anticipated start date will be early September 2012.

***Assistant Sports Information Director***

Employer: Lynn University, Boca Raton, Florida

Categories: Operations, Operations – Sports Information

Type: Full-time – Experienced

Job Description:Lynn University, a private, liberal arts NCAA Division II institution and a member of the Sunshine State Conference, is accepting applications for the position of Assistant Sports Information Director. The purpose of this position is to assist the Sports InformationDirector in the daily operation of Lynn University’s intercollegiate athletic programs.

Responsibilities include, but are not limited to, being the primary media contact for specifically assigned men’s and/or women’s athleticteams, being the liaison between national, regional and local media for specific sports, maintaining historical records, compiling game-day statistics, broadcasting radio events, editing and formatting video and photos, reporting scores to the Sunshine State Conference, NCAA or any other outlets, actively work with athletic marketing and assisting in the maintenance and upkeep of the athletics web site as well as other duties as assigned. Some travel will be required, as well as working events on nights and weekends.

Requirements: Bachelor’s degree required, master’s degree preferred; along with two-years experience in the sports information field, such as: serving as an assistant assigned to one or more sports; or as a graduate assistant/intern assigned to one or more sports or any combination thereof. Must have experience using statcrew software for volleyball, soccer, basketball and baseball/softball and have working knowledge of PageMaker/Quark, Adobe Creative Suites (Photoshop, InDesign, etc) and Microsoft Office. Radio and video editing experience in Final Cut, strong interpersonal and writing skills preferred.

***Assistant Athletic Director for Compliance and Student Services***

Employer: University of Portland, Portland, Oregon

Categories: Operations, Operations - Compliance

Type: Full-time – Experienced

Job Description: The University of Portland, an NCAA Division I institution and West Coast Conference member located in Portland, Oregon, is seeking applications for the position of **Assistant Athletic Director for Compliance and Student Services**. The selected candidate for this position is responsible for leading a comprehensive NCAA rules compliance program for the Portland Athletic Department, and for organizing Student Services/Life Skills programming. Compliance duties include ensuring effective operating systems in appropriate areas, with particular emphasis on education, monitoring, evaluation and certification. Specific responsibilities include serving as a liaison to the NCAA and WCC in compliance matters, providing accurate and timely rules interpretations to coaches and staff, and providing rules education for coaches, staff, student-athletes, prospects and others with athletic interests. Other responsibilities include monitoring athletic department activities in critical areas (recruiting, amateurism, playing and practice seasons), certifying compliance with all applicable rules through systems and certification (eligibility, financial aid), investigating rules violations and other inquiries, and processing NCAA or conference reports as needed (APR, GSR). Student Services duties include working with the Student-Athlete Advisory Council, coordinating a New Student-Athlete Orientation event, and organizing other appropriate Life Skills activities throughout the academic year. Position serves as primary liaison to the University Registrar, Financial Aid Office, and works collaboratively with many other campus offices. Position is part of Athletic Department’s Student Services team, and works closely with Academic Advisor for Student-Athletes and Student Development Coordinator (who has academic and compliance responsibilities).

Requirements: Bachelor’s degree required, Master’s degree or JD preferred, with a minimum of 4-5 years working in NCAA compliance in a Division I institution, conference office and/or the NCAA national office. Candidates must demonstrate strong oral and written communication skills, exceptional administrative and organizational skills, and the ability to meet deadlines while handling multiple projects and priorities, and an excellent attention to detail. Candidates must also possess a professional demeanor and the ability to work effectively with various constituencies including prospective students, current students, their families, the general public, faculty, administrators and alumni. The position is classified as full-time, exempt, and includes full benefits.

***Assistant Coach Women’s Basketball***

Employer: UMBC Athletics, Catonsville, Maryland

Categories: Coaching, Coaching - Basketball

Type: Full-time – Experienced

Job Description: UMBC seeks an assistant coach for the Women’s Basketball program under the direct supervision of the Head Coach. Specific duties include: corresponding with opponents, working within the America East Conference tape exchange policy; developing travel schedules for away games; assisting staff with editing game and practice film; assisting staff with on/off campus recruiting; developing player skills in one-on-one setting; composing schedules for team manager; and performing other duties as assigned by the Associate Vice President & Athletic Director.

Requirements: A Bachelor’s degree, extensive recruiting background on the Division I or II level, strong communication and organizational skills, knowledge of NCAA rules & regulations and general computer skills.

***Assistant Director of Marketing***

Employer: University of Illinois, Division of Intercollegiate Athletics, Champaign, Illinois

Categories: Operations, Operations – Marketing/Promotions

Type: Full-time – Experienced

Job Description: Primary Position Function/Summary: Generate revenue and attendance for Illinois Athletics while building and protecting the Illinois Athletics brand. Major Duties and Responsibilities: 1 – Assist in the implementation of ideas that build football and men's basketball revenue and attendance. Work may include postseason events and holiday events. 2 - Create marketing plans and promotions for a variety of sports. Execute the plans for these sports, including any holiday events, including a special emphasis on attendance and revenue growth in women's basketball and soccer. 3 – Work athletic and community events as assigned. These events can include but are not limited to Fan Appreciation Day, Family Fun Fest, Spring Game, and Illini Madness, Meet 'n' Greets and other events. 4 - Knowledge of and compliance with specific NCAA, Big Ten Conference, and institution rules that relate to this position is required.

Requirements: Bachelor’s degree required. Minimum two years employment experience in intercollegiate athletics with previous marketing or public relations background preferred. Candidates must demonstrate knowledge of marketing techniques and strategies, excellent communication and computer skills, ability to perform detail-oriented yet creative work and be willing to handle multiple public speaking assignments. The ability to sell through speech, writing, and direct selling skills is important. Candidates must work well in a team environment with full-time marketing staff members, student workers, coaches, other athletic department staff members, campus staff, and members of the greater community.

***University of Virginia Department of Athletics Academic Coordinator***

Employer: University of Virginia Department of Athletics, Charlottesville, Virginia

Categories: Operations, Operations – Academic Support

Type: Full-time – Experienced

Job Description: The University of Virginia is a highly competitive Division I program committed to academic and athletic excellence. The Department of Athletics is seeking applications for the position of Academic Coordinator. The Academic Coordinator is responsible for providing academic advising, counseling, and support in areas of course selection, registration procedures, degree requirements, career planning, University resources, and academic performance. Additional duties include, but are not limited to: assessing academic levels; attending to student academic inquiries; assisting in the resolution of individual academic problems; advising student-athletes on academic program changes; advising and assisting student-athletes in the development of academic plans and class schedules; and developing and maintaining appropriate files and records; maintaining a detailed and current knowledge of all NCAA, ACC, and University rules and regulations related to academic support; establishing and cultivating close relationships with various University offices; and performing other duties as necessary. The selected candidate works under the general supervision of and reports to the Director of Academic Affairs – Football.

Requirements:Bachelor's Degree required; Master’s Degree in higher education, counseling, or related field is strongly preferred. Experience working in academic advising, teaching, counseling, student affairs, or related field is required; considerable experience (four to seven years) is preferred. Experience working with a Division I-A institution is preferred. The ability to analyze course prerequisites, certification, and/or curriculum/graduation requirements; ability to evaluate student transcripts and/or records; knowledge of collegiate academic structures and processes and the ability to lead and guide Division I student-athletes; strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community; knowledge of a wide range of learning strategies and study skills development techniques; ability to train students and staff in understanding and applying specific strategies to improve/enhance learning; awareness and sensitivity to the academic, athletic, and social pressures faced by student-athletes at the college level; ability to communicate effectively, both orally and in writing; demonstrated organizational and time management skills; ability to gather data, compile information, maintain records and prepare reports; and, ability to analyze and solve problems and use independent judgment to manage and impart confidential information.

***Sports Information Director***

Employer: Whitman College, Walla Walla, Washington

Categories: Operations, Operations – Sports Information

Type: Full-time – Experienced

Job Description: Whitman College seeks a Sports Information Director to provide management of all sports information and communications needs of the Department of Sport Studies, Recreation and Athletics. Reporting to the Athletic Director, the Sports Information Director has responsibility for all print and electronic publications and for making decisions and judgments critical to presenting athletic programs in ways consistent with the high academic standards and values of the College.

***Principal accountabilities include***: •Coordinate a proactive media outreach program to print, radio, TV, and other electronic media outlets for Whitman’s 14 NCAA Division III varsity sport teams. •Maintain and update the content of the Whitman athletics webpage on a daily basis, including team rosters, schedules and statistics, all event results and feature stories/profiles on Whitman student-athletes and coaches. Proactively employ social media to publicize Whitman athletics. •Oversee production of all sports-related publications for the College, including press notes and for media-attended athletic events, and game-day materials for all sports. •Prepare media releases and feature stories, cover games and conduct interviews, and serve as the primary news media contact for Whitman Athletics; establish and foster relationships with sports reporters and editors of the Walla Walla Union-Bulletin, radio and TV stations in the Walla Walla and Tri-Cities areas, newspapers/media in the Seattle, Spokane, Boise, and Portland markets, and with news media in the hometown areas of Whitman student-athletes. •Respond to requests for Whitman sports information from parents, alumni, and friends of the College, as well as from the news media. •Arrange photo shoots for team photos, media guides, and other College sports publications. •Serve as statistician of record for all varsity sports; train and supervise student staff for in-game operation of statistical programs; provide results and statistical reports as required to the Northwest Conference, NCAA, news media, and opposing schools. •Ensure the College abides by the rules and regulations of the NCAA and the NW Conference. •Supervise athletics department staff members in charge of home game management; direct production of game/event roster handouts. •Actively pursue and execute nomination of Whitman student-athletes for the Academic All-District and Academic All-America programs, and for similar academic honors programs administered by coaching associations. •Keep the Whitman Office of Communications apprised of noteworthy information related to the athletics program, and write updates for the Whitman alumni magazine, as requested. •Provide ongoing publicity and website exposure for intramural and club sport programs. •Maintain all varsity team and student-athlete archives, including photos, statistics, rankings, awards, news releases, etc. •Assist in managing sponsorship relationships involving advertisements in print media. •Serve as a member of the Whitman Athletics Hall of Fame Executive Committee. Conduct historical research as necessary on Hall of Fame nominees and/or selections. •Travel with teams to post-season events and travel to select away events in-season. •Develop and manage the sports information budget.

Requirements: The successful candidate will possess a Bachelor’s and three or more years of experience in a sports information environment, athletic conference office, or related work. General journalism experience is preferred. A strong commitment to the student-athlete concept and a working knowledge of NCAA Division III intercollegiate sports is important. **Required**: Working knowledge of rules, strategies, principles and method of scoring for soccer, volleyball, cross country, basketball swimming, alpine and Nordic skiing, baseball, tennis and golf; computer skills including Microsoft Office Suite, desk top publishing, web site design and maintenance, social media tools, and statistical scoring software packages; competent photographic skills; ability to oversee student interns and employees; superior organizational capabilities; excellent interpersonal, verbal and written communication skills, including presentation skills, are important. An ability to listen, synthesize information, build relationships with a wide range of people, and influence key stakeholders is essential. A strong work ethic and ability to multi-task are essential. A reputation as a positive team player with a sense of humor, and a personal commitment to collaboration and integrity are highly desirable.

***Director of Creative Services***

Employer: The University of Tennessee Athletics Department, Knoxville, Tennessee

Categories: Operations, Operations – Sports Information

Type: Full-time – Experienced

Job Description: This position will direct and oversee the athletics department graphic design and branding while enhancing the overall image of the University of Tennessee. This position works to promote the athletics program to fans, recruits, and other external constituencies with vibrant imagery and creativity through visual presentations and collateral. This position will attempt to positively benefit ticket sales, recruiting efforts, and interest in Tennessee sports, with emphasis on the Tennessee football program. The ideal candidate must be a team player and be able to handle multiple projects simultaneously, meet tight completion deadlines, work independently, communicate effectively and be of creative and imaginative mind.

Duties and Responsibilities: -Directly responsible for the conceptualization and implementation of athletics department graphic projects as related to branding, recruiting of student-athletes for the department, and overall marketing efforts of UT Athletics. -Considerable emphasis on creating recruiting materials and graphics projects for the Tennessee football program. -Plans, manage, and coordinate the best brand strategy and concepts for the Tennessee athletics department. -Responsible for maintaining brand consistency and uniformity in regards to marks and color usage for all programs. -Assist UT Athletics marketing campaigns through design of campaigns, advertisements, and other marketing materials. -Design covers for various UT Athletics publications, including individual sport record books, programs, yearbooks, and related projects. -Illustrates concepts through designs regarding arrangement, size, type, style, and related aesthetic concepts. Completes projects by coordinating with outside agencies, art services, printers, and etc. -Contributes to team effort by accomplishing related results as needed. -Maintains technical knowledge and keeps apprised of industry trends by attending design workshops, reviewing professional publication and participating in professional organization. -Responsible for budget management of creative services department and related projects. -Develops promotional materials for UT Athletics related to tickets, marketing, development, and etc.

Requirements: Bachelor’s degree required in graphic arts/design, or related field. Experience: Minimum three years experience in graphic design or related field, with experience in intercollegiate athletics strongly preferred. Candidates must have a working knowledge of and familiarity with NCAA and SEC rules.

**Skills:** Proficient in the latest versions of graphic design software, including but not limited to Advanced Photoshop, Adobe Illustrator, and Adobe InDesign. Considerable experience marketing athletics program, particularly a college football program, is preferred. Requires strong artistic and creative skills, the ability to exercise sound discretionary judgment, and the ability to interface and consult with the cross-functional teams on the coordination of projects. Must have experience with print design and layout for sales and marketing collateral, flyers, posters, trade show materials, multi-page brochures and catalogs. Candidates must possess high capability for graphic and interactive design, typography, photography, and etc. Candidates need to be well-versed with MacOSX, familiarity with Windows, mobile, and iPad design. Familiar with both print production and web processes, including HTML5. Must possess strong interpersonal skills and a positive attitude with the ability to prioritize, multi-task, and work with minimal supervision. In addition, must be able to adapt to ever-changing workloads and deadlines while working well within a team environment. **Behaviors:** Demonstrated behavioral expectations include: Unquestioned integrity and trustworthiness with a commitment to the University’s mission and strategic plan, as well as missions and strategic plans for each campus/institute. Ability to make good, consistent and fair decisions (based on fact and data). They must have the ability to work with cross-functional teams and to foster teamwork.

***Assistant Coach - Softball***

Employer: UC San Diego Tritons, La Jolla, California

Categories: Coaching, Coaching - Softball

Type: Part-time – Experienced

Job Description: The University of California, San Diego is seeking qualified applicants for the position of Assistant Softball Coach. UC San Diego is an NCAA Division II institution, located in beautiful La Jolla, in the San Diego Metropolitan area. UC San Diego sponsors 23 varsity sports and consistently ranks as one of the top 10 Division II athletic programs in the Directors Cup rankings. This is a vital position within the softball program and has a 12-month contract.

Responsibilities: The Assistant Coach must have a commitment to the philosophy of providing a competitive Division II softball program that emphasizes integrity and the educational welfare of its student-athletes and also strives for athletic excellence. The incumbent must follow the athletic philosophy consistent with that of the UC San Diego Athletic Department and a commitment to diversity in all of its forms. The position will assist the Head Coach in all duties as needed such as: recruiting, organizing and conducting practices with an emphasis in pitching, coordinating camps, preparing statistical and video analysis; administrative responsibilities including budgets, inventory, coordination of team, professional & recruiting travel and team equipment purchases.

Requirements: Must exhibit strong organizational and leadership skills, and the ability to teach softball to individuals and to the team as a whole with expertise in coaching pitching. Demonstrated ability to use all athletic equipment and computer software programs needed to perform job duties. Ability and knowledge in using ARMS software is a must. Candidates must demonstrate the ability to provide scouting reports to the Head Coach and coaching staff. Candidates must have outstanding interpersonal skills to relate to a wide diversity of faculty, staff, students and community members. Knowledge of the athletic regulations governing softball and the ability to provide statistical analysis is must. The candidate is responsible for conducting all activities in compliance with NCAA, CCAA and UC San Diego rules and regulations. Experience coaching and recruiting at the collegiate level at like institutions preferred. A bachelor’s degree is highly desired, and an individual with personal softball experience is required.

***Assistant/ Associate Athletic Director for Major Gifts***

Employer: The University of Cincinnati Foundation, Ohio

Categories: Operations, Operations - Development

Type: Full-time – Experienced

Job Description: The University of Cincinnati serves the people of Ohio, the nation, and the world as a premier public research university dedicated to undergraduate, graduate, and professional education, experience-based learning, and research. The University of Cincinnati Foundation (UCF) is the private sector fund-raising entity for the University of Cincinnati and its campuses, colleges, departments and units. We are currently seeking an Assistant/Associate Athletic Director for Major Gifts to join our dynamic team. The Assistant/Associate Athletic Director for Major Gifts is responsible for planning and executing a comprehensive strategy to promote and optimize philanthropic support for Intercollegiate Athletics from prospects locally, regionally and nationally. This position also has responsibility for managing a major gift donors/prospects portfolio for the purpose of developing leadership giving and supplemental private support to fund capital priorities and endowments for the University of Cincinnati Department of Athletics. Our collaborative, strategic approach to achieve success beyond this milestone requires individuals who thrive on teamwork, high expectations and a commitment to excellence. Employment at UCF provides a perfect match for those individuals who strive to be difference makers and are willing to go above and beyond to play a vital role in enhancing the quality of life for our community and beyond.

Requirements: Ideal candidates will have: •Bachelor’s degree •Minimum of five-years of development or related experience, preferably in college athletics and specific to major gift development •Working knowledge and experience with moves-based development practices •Comprehensive understanding of the principles and techniques associated with major gift/leadership gifts and planned giving •History of effective experience with high-level donors and prospects, including the skills to articulate campus priorities and solicit the interest of donors/prospects •Demonstrated ability to work successfully with internal and external constituencies which includes a proven track record of strong interpersonal communication, listening, relationship-building and closing major gifts •Ability to work independently and as part of Major Gifts team •Proven ability to work collegially with a diverse set of constituents, including donors and alumni, professional financial and legal advisors and UC Foundation colleagues •Proven ability to work with confidential information •Strong oral, written and presentation skills •Excellent organizational and time-management skills •Willingness to travel extensively, including extended work during weekend/evening hours

***Assistant Director of Marketing and Promotions***

Employer: University of Wisconsin – Madison Division of Intercollegiate Athletics, Madison, Wisconsin

Categories: Sales/Marketing/Sponsorship, Sales/Marketing/Sponsorship – Event Promotion

Type: Full-time – Experienced

Job Description: The Division of Intercollegiate Athletics at the University of Wisconsin-Madison dedicates itself to the mission of providing athleticopportunities to a wide range of students in an environment in which all student-athletes can achieve their academic and competitive goals. The Division strives to provide equitable opportunities for all student-athletes and fosters the principles of sportsmanship, respect and fair play on the field of play. The Division sponsors teams in 23 sports competing under the regulatory guidelines established by the National Collegiate Athletic Association (NCAA), the Big Ten Conference and the Western Collegiate Hockey Association (WCHA).

UW-Madison is located in the heart of Madison which is the state capital and the state's second largest city. Madison has a solid and long standing national reputation as a vibrant and thriving city.

**Major Responsibilities:** The UW Athletic Marketing and Promotions Office is a department of the Division of Intercollegiate Athletics and operates under the Division for the marketing and promotions of 23 varsity sports generating ticket sales in excess of $20 million. Under the general supervision of the Assistant Athletic Director of Marketing and Promotions, the incumbent will assist in implementing marketing initiatives for the Division of Intercollegiate Athletics, assist in promoting a positive image for Intercollegiate Athletics, maintain and increase ticket sales and create, implement and execute various game day promotions. This position will have limited duties related to all of UW's 23 varsity sports, however, the sport focus of this position will primarily be on men's and women's hockey, and men's and women's soccer. Primary sport assignments may change over time as business need requires.

These duties require a thorough knowledge of the Athletic Department's operating procedures and an understanding of the components and complex departmental structures, which make up the Athletic Department's structure including NCAA regulations, WCHA and Big Ten policy and procedures. This position must work with the Assistant Athletic Director for Marketing and Promotions and the Department's Senior Staff to develop marketing and promotional strategies for UW sports and special events. The position must exercise sound decision making and judgment skills and demonstrate a significant degree of independence by developing ticket sales and marketing plans for men's and women's hockey and men's and women's soccer. This position will also develop and prepare videoboard scripts designed to deliver a professional, entertaining production. The incumbent will also manage the department's 12,000 member kid's club including membership management, content for correspondence and develop and implement programming for membership.

Requirements: Bachelor's degree is required. A minimum of three (3) years of sports marketing or relevant experience at the Division I level along with demonstrated successful marketing and promotion experience in athletics, specifically ticket sales planning and execution is required. In addition, the successful candidate will have: demonstrated experience cultivating a quality customer experience through the management of game atmosphere; demonstrated ability to manage budgets; demonstrated ability to initiate and complete projects independently and with specific deadlines; demonstrated ability to successfully find solutions to satisfy sponsor needs and contract requirements; demonstrated successful experience in management and supervision of internship or student programs; demonstrated experience with social media; excellent written and verbal communication skills; strong computer background with working knowledge of Microsoft Word, Excel, Adobe software; ability to work with students, coaches, and administrators in a broad range of situations; ability to work, willingness and mindset required to work long hours including evenings and weekends, and; demonstrated knowledge of NCAA rules and guidelines and experience working in an atmosphere of NCAA compliance. The successful applicant must be able to develop and implement innovative approaches and solutions; work well independently and in teams; and be flexible in accepting new responsibilities.

***Development Assistant***

Employer: Fresno State – The Bulldog Foundation, Fresno, California

Categories: Operations, Operations - Development

Type: Full-time – Experienced

Job Description: Reporting to the Executive Director of The Bulldog Foundation, the Development Assistant is responsible for assisting with annual fundraising, priority seating and parking, sport club management, donor relations, event planning; helping to identify, cultivate and solicit annual gifts from individuals and corporations; participate in support and oversight of fundraising activities and other duties as assigned for the benefit of Fresno State Athletics. Some travel to attend various functions and meetings is possible. Flexible hours are required. Experience - Demonstrated ability to be energetic, self-starting and creative. Some experience in the area of fund raising or sales is preferred. Knowledge - Competency and experience with office automation (use of Word, Excel, email and internet). Some experience with graphics software preferred. Skills and Abilities - Excellent leadership, interpersonal, organization, oral and written communication skills. Ability to establish and maintain effective working relationships with donors, staff, and volunteers from diverse ethnic, cultural, and socio-economic backgrounds. Effectively work in a busy and collaborative environment and support the equity commitments of the athletics department.

Requirements: Bachelor’s degree required, Master’s degree preferred; major in business, marketing, public relations/communications, or athletic administration preferred.

***Director of Compliance***

Employer: High Point University, High Point, North Carolina

Categories: Operations, Operations - Compliance

Type: Full-time – Experienced

Job Description:This position is responsible for coordinating and implementing HPU’s comprehensive Division I NCAA Compliance Program and overseeing 16 sports. The Director of Compliance will educate, monitor and instruct the department on NCAA rules and regulations and provide daily rules interpretations and information to all University constituents.

**DUTIES AND RESPONSIBILITIES**: •Instruct and provide interpretations to the Department on NCAA Rules and Regulations. •Serve as liaison to the Financial Planning Department; administer the NLI Program. •Monitor all aspects of recruiting legislation including, but not limited to: phone calls, text messages, emails, written correspondence, camps/clinics, on-campus evaluations, recruiting calendars, official visits, and unofficial visits. •Review and approve all playing & practice seasons, maximum contest limitations, participation activities, outside competition, practice logs, and competition schedules. •Maintain accurate and up-to-date information in Compliance Assistant (CA). •Conduct a comprehensive rules education program. •Coordinate continuing and initial eligibility with athletic academic advisors. •Assist the Assistant Athletic Director with other duties as assigned. •Manage complimentary ticket requests and assist with home game ticket operations.

Requirements: MINIMUM QUALIFICATIONS: •Bachelor’s Degree and professional experience working in NCAA Compliance; Master’s Degree preferred. •Working knowledge of NCAA rules, Legislative process and rules interpretations. •Commitment to compliance, academic integrity, ethical conduct, and student well-being. •Excellent oral and written communication skills. Preferred Knowledge, Skills and Ability: •Evidence of commitment to compliance, academic integrity, ethical conduct, and student-athlete well-being. •Strong computer skills including experience with Compliance Assistant (CA), Legislative Services Database (LSDBi) and NCAA Eligibility Center. •Experience working well with others in high pressure and time sensitive environments.

***Assistant Director of Athletic Communications***

Employer: University of Washington, Washington

Categories: Operations, Operations – Sports Information

Type: Full-time – Experienced

Job Description:The University of Washington Athletic Department seeks an Assistant Director of Athletic Communications. This position is a University spokesperson for assigned athletic sport programs and events and will serve as a media liaison between the athletic department and representatives of print, broadcast and online media.

Develop, plan and implement creative publicity efforts for assigned sport programs directed toward the media and general public. Create and edit various department communication materials, publications, press releases and other items. Create, develop and maintain sport-specific and general department content for the department’s official athletic website.

Oversee game day media operations including the supervision of event staff such as statisticians, announcers, scorer’s table personnel and television/radio assistants. Hire and supervise photographers for events and necessary photo shoots.

In coordination with departmental staff and the media, assist with production of broadcast audio and video features, highlights and live events for radio, television and Internet, as appropriate. Work with the Pac-12 Network to facilitate television and on-line broadcasts of events.

Maintain historical records, statistics, news and video archives for assigned sport programs.

Oversee the communications unit’s relationship with the university’s special collections and develop and maintain an archival solution for the department’s printed and digital assets.

Maintain positive, productive working relationships with coaches, administrators and communications staff. Direct the work of student employees and event-related staff and volunteers. Interview and assist in the selection of job candidates for event-related staff and volunteers; train and mentor student employees and volunteers.

This position will be responsible for independent decision-making in a crisis and other deadline-related situations. Responsible for managing multiple projects and situations; will be required to search for unique, new and innovative approaches to achieve position objectives. The candidate is regularly responsible for timely responses to outside inquiries from the media and general public, particularly in deadline situations. Required to meet deadlines for publishing various print and web projects.

Responsible for managing the brand and perception of the University and its athletics programs through interaction with the media and general public. Support a diverse variety of functions in support of assigned and other sport programs as well as administrative units. Serve as a representative of the University to a variety of outside constituencies.

Requirements: Bachelor’s degree required, preferably in English, journalism, communications or a related field and at least two years of related experience; demonstrated proficiency with personal computing, online publishing and print publishing. Must be able to work evenings and weekends and some travel is required. A candidate needs to have the ability to work independently with multiple deadline-driven projects. Knowledge of college athletics, successful experience with publicity support and relationships with media strongly preferred.

***Assistant Coach, Men’s and Women’s Track & Field/Cross Country***

Employer: Rider University, Lawrenceville, New Jersey

Categories: Coaching, Coaching – Cross Country, Coaching – Track & Field

Type: Full-time – Experienced

Job Description:Rider University, a member of the Metro Atlantic Athletic Conference (MAAC) seeks an Assistant Coach for Men's and Women's Track & Field/Cross Country. Individual will be responsible for coaching and recruiting the sprinters and hurdlers. This entails developing and implementing all training including strength and conditioning, technical, and race preparation. Monitor the academic progress of the student athletes, process all compliance requirements, assist in the management of all team equipment and apparel, act as meet directorfor all competitions hosted by Rider, and an ability to work with the sports medicine staff to maintain the health and welfare of the student athletes. Successful candidate will also work with the head coach to develop and implement the strategic plan for the overall success of the cross country/track and field program.

Requirements: Bachelor's degree required along with 3-5 years experience in college track and field/cross country. Individual must possess: an ability to recruit, instruct, and motivate college age student athletes; strong recruiting contacts in the Northeast region; a strong knowledge of and willingness to comply with NCAA rules; and excellent organization, interpersonal and computer skills.

***Assistant Baseball Coach – Coordinator of Player Development***

Employer: Monmouth University, New Jersey

Categories: Coaching, Coaching – Baseball

Type: Full-time – Experienced

Job Description:Coaching a specific position during practice. Coordinate year-round instruction with the hitters/pitchers depending upon skill set - performed daily.

Oversee the academic development of baseball student-athletes and monitor academic progress of student athletes - performed daily throughout the academic year.

Oversee NCAA compliance with student-athletes - performed daily.

Perform all customary NCAA Division I recruiting practices, including off-campus evaluations, phone calls, and on-campus visits to be performed year round in conjunction with the NCAA recruiting calendar.

Responsible for adhering to policies and procedures governing the Department of Athletics and the University and any applicable rules and regulations associated with the National Collegiate Athletic Association (NCAA), the Northeast Conference (NEC) or any other conference or organization with which the University is or becomes associated with which affects University Athletics.

Serve as the Director of Player Development and oversee the entire year-round training process. Serve as the direct supervisor of skill development. This process will include creation of a written year-round plan for hitters or pitchers (depending on skill set), creation of off-season conditioning, and placing athletes in appropriate summer baseball leagues.

Coordinate team travel. Direct and lead summer high school camp and lead winter youth clinics. Prepare scouting reports on opponents. Coordinate and be directly responsible for all programing, planning an implementation involving "First Pitch Dinner". Coordinate Alumni Baseball Game.

Coordinate community service programs for the baseball team.

Other duties as assigned to represent the University and baseball program at professional meetings, alumni events as well as other meetings/functions.

Requirements: Excellent interpersonal, organizational and communication skills must have an understanding of the University's concern for academics as well as athletic excellence Required Degree, Licenses or Certifications: Valid Automobile Driver's License in your state of principal residence Bachelor's degree

CPR and NCAA recruiting certification must be attained within six months from date of hire Other Requirements: Playing experience at the college level. The availability to work flexible hours, especially late nights and a flexible summer schedule.

PREFERRED QUALIFICATIONS: Proficiency in coaching college hitters or pitchers. Coaching experience or playing experience at a high collegiate level or professional level, particularly Division I.

***Assistant Athletic Director for Finance***

Employer: Rutgers – The State University of New Jersey, New Jersey

Categories: Operations, Operations – Business Office

Type: Full-time – Experienced

Job Description:RUTGERS UNIVERSITY is seeking an Assistant Athletic Director for Finance. This is a full-time, 12 month position which includes a comprehensive benefit package. Individual will report to the Associate Athletic Director for Finance and Administration.

RESPONSIBILITIES: Assists in the management of the day to day business operations including athletic financial affairs, budget development, and contract administration. Candidates will assist in the general supervision of the business office. They will be responsible for the development of the annual departmental budget to include expenditure budgets for certain sports and support service areas. Monitors and analyzes budgets for assigned areas throughout the year. They will assists in the daily communication with coaches and administrative department managers regarding the status of their budgets. Candidates will serve as a liaison with the University Procurement Services. Prepares, develops and monitors selected operating budgets. Conducts detailed monitoring and analysis of income and expenditures to the University and Division General Ledger system. Candidates will assist with year-end closing of financial reports, and provides analysis, projections and trending data to assist management in organizational planning.

Requirements: A bachelor's degree in business administration, accounting, or finance or an equivalent combination of education and/or experience that demonstrates knowledge and understanding of generally accepted accounting principles and practices (GAAP), and a through understanding and application of concepts, theories, principles, practices, terminology, and applied bases of accounting. Plus, a minimum of two years of relevant financial/accounting experience in finance or accounting function is required. Finance or accounting experience in sports management is preferable. They candidate must have good communication, interpersonal and organizational skills, and the ability to work effectively with all levels of personnel. They must have working knowledge of Excel, accounting and database software. Knowledge of NCAA rules and regulations preferred, in addition to being able to manage multiple tasks simultaneously.

***Assistant Ticket Manager***

Employer: University of Illinois, Division of Intercollegiate Athletics

Categories: Operations, Operations – Ticket Office

Type: Full-time – Experienced

Job Description: Primary Position Function/Summary: Responsible for direct solicitation and stewardship of all I FUND Donors and Season Ticket Holders, Football group sales, Women’s Basketball, Baseball, IHSA Football, and day to day supervision of part-time box office staff. **Major Duties and Responsibilities**: Engage and interact with existing and potential I FUND donors and season ticket holders to cultivate ticket-related gifts; Allocate I FUND priority seating requests; Fulfill donor related benefits for season ticket holders, including allocation and distribution of priority parking passes. Knowledge of Ticket Office and departmental policy and procedures; review, edit , and modify documents as needed; accompany the assistant  athletic director for ticketing and/or attend meetings as requested; Responsible for set-up and maintenance of computerized ticketing system and manage Ticket Office operations for several sports; assist with planning and scheduling work of ticket office personnel and game day staff; supervise personnel and assist with game management at home events and other venues; assist in seat allocation; coordinate sign-up and preparation of complimentary tickets for players, recruits, others; verify receipts from sales, inventory return tickets and prepare financial reports for sports; prepare and generate reports, mailing lists, and promotional information; interact with donors, alumni, students, faculty staff, administration, and the general public to achieve customer satisfaction and resolve customer concerns. Knowledge of and compliance with specific NCAA, Big Ten Conference, and institution rules that relate to this position is required.

Requirements: Bachelor’s degree in athletic administration or related field required. Background in sports management desired. Prior experience in Ticket Office Operations or Athletic Development as well as supervision of part-time employees is desired. Knowledge of Paciolan computer system and use of spreadsheet and word processing software desired. The candidate must have familiarity with the Big Ten and NCAA regulations.

***Assistant Coach, Field Hockey & Women’s Lacrosse***

Employer: Arcadia University, Glenside, Pennsylvania

Categories: Coaching, Coaching – Field Hockey, Coaching - Lacrosse

Type: Part-time – Experienced

Job Description: Arcadia University, a four-year private institution located in Glenside, Pennsylvania, is seeking applications for the position of Assistant Coach, Field Hockey/Women's Lacrosse. Arcadia is an NCAA Division III institution and a member of the Middle Atlantic Conferences. The successful candidate will be involved in all aspects of managing the program, including, but not limited to, practice planning, game preparation/scouting, recruiting, and all other duties as assigned by the head coach. This is a part-time position that carries with it a stipend of $4,000 as well as housing in an off-campus apartment complex and a $500 meal allotment.

Duties and Responsibilities: • Adhere to and enforce all policies and procedures of the Department of Athletics & Recreation and Arcadia University as well as the rules and regulations of the Middle Atlantic Conferences, the NCAA and other authorities that may legitimately influence the intercollegiate athletics program. • Assist the head coach in managing all aspects of the program, including administrative in-office support. • Aid in the recruitment of student-athletes. Ensure compliance with NCAA guidelines for contacting and entertaining prospects. • Provide support in overseeing the conditioning and training of team members in conjunction with the strength and conditioning coaches and sports medicine staff. • Help conduct regular practice sessions within both traditional and non-traditional seasons as permitted by NCAA rules and regulations. Develop and implement strategies for motivating student-athletes to perform at maximum levels as both individuals and a team. • Assist the head coach in all matters of game preparation and scouting of potential opponents. • Ensure the safety of student-athletes and coaching staff through careful monitoring of the condition of athletic equipment and facilities utilized by the designated sport. Submit requests for repair, maintenance and improvement of facilities as needed. • Develop and articulate to student-athletes the departmental and team rules regarding appearance, practice, class attendance, punctuality, dress code and general standards of behavior. Enforce policies and procedures outlined in the student-athlete handbook, team rules and apply appropriate disciplinary action. • Provide leadership and instruction in the personal and athletic development of student-athletes, including counseling team members in academic, disciplinary and personal matters, when appropriate. • Review and clearly understand all sections of the department employee handbook. • Perform all other duties as assigned by the head coach and/orDirector of Athletics.

Requirements: Bachelor’s degree required. Collegiate playing experience required. Previous coaching experience at collegiate or high-school level is preferred. Candidates must have the physical ability to demonstrate the concepts of field hockey/lacrosse to student-athletes. Valid driver’s license is required. First-aid, CPR and AED certifications are recommended. Regular evening and weekend hours are expected. Ability to work a flexible schedule and travel for both games and recruiting is expected.

***Assistant Coach, Women’s Basketball & Softball***

Employer: Arcadia University, Glenside, Pennsylvania

Categories: Coaching, Coaching – Basketball, Coaching - Softball

Type: Part-time – Experienced

Job Description:Arcadia University, a four-year private institution located in Glenside, Pennsylvania, is seeking applications for the position of Assistant Coach, Women’s Basketball/Softball. Arcadia is an NCAA Division III institution and a member of the Middle Atlantic Conferences. The successful candidate will be involved in all aspects of managing the program, including, but not limited to, practice planning, game preparation/scouting, recruiting, and all other duties as assigned by the head coaches. This is a part-time position that carries with it a stipend of $4,000 as well as housing in an off-campus apartment complex and a $500 meal allotment.

**Duties and Responsibilities:** • Adhere to and enforce all policies and procedures of the Department of Athletics & Recreation and Arcadia University as well as the rules and regulations of the Middle Atlantic Conferences, the NCAA and other authorities that may legitimately influence the intercollegiate athletics program. • Assist the head coach in managing all aspects of the program, including administrative in-office support. • Aid in the recruitment of student-athletes. Ensure compliance with NCAA guidelines for contacting and entertaining prospects. • Provide support in overseeing the conditioning and training of team members in conjunction with the strength and conditioning coaches and sports medicine staff. • Help conduct regular practice sessions within both traditional and non-traditional seasons as permitted by NCAA rules and regulations. Develop and implement strategies for motivating student-athletes to perform at maximum levels as both individuals and a team. • Assist the head coach in all matters of game preparation and scouting of potential opponents. • Ensure the safety of student-athletes and coaching staff through careful monitoring of the condition of athletic equipment and facilities utilized by the designated sport. Submit requests for repair, maintenance and improvement of facilities as needed. • Develop and articulate to student-athletes the departmental and team rules regarding appearance, practice, class attendance, punctuality, dress code and general standards of behavior. Enforce policies and procedures outlined in the student-athlete handbook, team rules and apply appropriate disciplinary action. • Provide leadership and instruction in the personal and athletic development of student-athletes, including counseling team members in academic, disciplinary and personal matters, when appropriate.

Requirements: Bachelor’s degree required. Collegiate playing experience required. Previous coaching experience at collegiate or high-school level is preferred. Candidates must have the physical ability to demonstrate the concepts of basketball/softball to student-athletes. Have a valid driver’s license is required. First-aid, CPR and AED certifications are recommended. Regular evening and weekend hours are expected. Ability to work a flexible schedule and travel for both games and recruiting is expected.

***Assistant Athletic Director – Finance & Accounting***

Employer: The University of Tennessee Athletics Department, Knoxville, Tennessee

Categories: Operations, Operations – Sports Information

Type: Full-time – Experienced

Job Description:The Assistant Athletic Director for Finance & Accounting serves as a member of the Department of Athletics leadership team that is committed to excellence and advancing the Department of Athletics through its strategic plan. This position will oversee and direct the daily operation and administration of the athletic business and travel office service centers. This position works in a creative and collaborative team environment where change is embraced and innovation is encouraged.

Oversee all accounting functions for revenue and expense operations including deposits, recording income, balancing and auditing receipts and all budget expenditures. Prepare, review and/or update monthly standard and general journal entries, monthly financial reports and reconciliations. Monitor and reconcile department balance sheet account balances and general ledger accounts. Oversee monthly closings and works with accounting staff to prepare department's monthly and annual financial statements. Analyze budget to actual variances. Prepare monthly and yearly statement of cash flows, balance sheet, statement of revenues and expenses and footnote disclosures. Audit and ensure all transactions are in compliance with university expenditure policies and purchasing procedures. Develop and supervise program for department's accounts receivables and billing practices. Maintain payroll to include the monitoring of personnel and overtime costs.  Assist the Associate Athletics Director for Finance/Chief Budget Officer with the annual budget process and the preparation of the department's annual revenue, expense and capital project budget. Monitor and prepare department's personnel budget for the following budget cycle. Prepare reconciliations, analyses and year-end audit work papers. Approve procurement system transactions. Develop annual service center action plans, the setting of the service center's strategic goals, staff performance management and professional development opportunities. Design, implement, and enforce programs, procedures, education, and controls for the department fiscal and travel operations according to University guidelines and best practices. Identify opportunities to streamline controls and monitoring activities via financial software and/or IT solutions. Coordinate documentation, testing and remediation of the university's internal controls over financial reporting. Respond to information requests from external and internal auditors. Prepare the department's annual EADA and NCAA Financial Reports.

Requirements: Master's in Business Administration and/or Certified Public Accountant preferred. Candidates need to be experienced with Oracle/PeopleSoft Financial software. As well as, supervisory experience of a diverse office staff. Understanding of state and university policies and tax law desired. Have experience with auditing and risk analysis and proven ability to implement solutions for complex organizations. Candidates have the ability to quickly learn complex business processes and the underlying transactional system. They demonstrate the ability to collaborate across organizations to optimize outcomes. Have excellent problem-solving skills, verbal, written and interpersonal communication skills with the ability to present complex ideas in a clear, concise fashion.

***Assistant Swimming Coach***

Employer: Emma Willard School, Albany, New York

Categories: Coaching, Coaching – Swimming & Diving

Type: Part-time – Entry Level

Job Description:Emma Willard, an all girls boarding and day school (grades 9-12) in Troy, New York is accepting applications for the position of Assistant Swimming Coach for the Fall 2012 season. The Assistant coach is responsible for managing all aspects of the program including coaching and training of student-athletes and other duties necessary. Additional skills include excellent communication, organizational and leadership skills along with the ability to work responsibly with minimal supervision. Previous High School and/or Collegiate coaching and swimming experience preferred. 1st aid and CPR certification required. Candidate must have a flexible schedule and be available, afternoons (2:30-6:00pm)/ weekends/evenings when necessary.

Requirements: 1st Aid and CPR certified, Lifeguard Certification Preferred

***Director of External Operations***

Employer: Peach Belt Conference, Augusta, Georgia

Categories: Coaching, Coaching – Swimming & Diving

Type: Full-time – Experienced

Job Description: The Peach Belt Conference, a proud member of NCAA Division II, has an immediate opening for a Director of External Operations.  Responsibilities include (applied in no specific order):

* Markets/promotes the conference and its members.
* Expands and maintains the conference corporate partner program.
* Identifies avenues to enhance the PBC brand locally, regionally and nationally.
* Plans/administers the conference’s 15 championships.
* Coordinates community engagement activities in conjunction with conference championships.
* Manages conference internship program.
* Serves as primary liaison with the conference Student-Athlete Advisory Committee and national SAAC representative.
* Assists with multimedia efforts (video production, video editing).
* Assists with conference website (posting/creating content) and video streaming efforts.
* Assists in the administration of the comprehensive conference awards program (academic and athletic).
* Organizes agendas for conference meetings and/or conference calls as needed (e.g. SAAC, coaches groups).
* Assists the Commissioner with day-to-day operations of the conference office.
* Assists the Commissioner with enforcement of all NCAA and PBC policies.
* Answers membership, NCAA and general public requests for information.
* Attends athletic-related events at campus and tournament sites throughout the academic year to represent the Conference office and cultivate relationships with institutional personnel.
* Represents the Commissioner at events in which he/she cannot attend.
* Represents the conference on NCAA regional (RAC) and national committees.
* Communicates regularly and coordinates efforts with other members of the Conference office staff for the successful execution of Conference activities and business.
* Other duties as assigned by the Commissioner.

Requirements: The Peach Belt Conference, a proud member of NCAA Division II, has an immediate opening for a Director of External Operations.   A minimum of a bachelor’s degree required (masters preferred). Some experience/working knowledge of Division II and its strategic platform (preferred).  Candidates must have proven technological skills as well as written and oral communication skills and the ability to interact with a wide variety of constituent groups.

***Associate Cross Country/Track and Field Coach (Women’s)***

Employer: University of Hawaii at Manoa – Athletics Department, Honolulu, Hawaii

Categories: Coaching, Coaching – Track & Field

Type: Full-time – Experienced

Job Description: Duties and Responsibilities the Associate Coach is the Chief Assistant to the Head Cross Country/Track and Field Coach (Women). Coach will assist with all aspects of NCAA Division I Women’s Cross Country/Track and Field Program, including student recruitment and development, on field coaching, contest scheduling, compliance with NCAA, Conference, and University of Hawai‘i rules and regulations, student-athlete academic achievement, and other duties assigned by the Head Coach. Additionally, Coach must maintain collaborative working relationships with administrators and coaches in the department, other college offices, and appropriate members of the media, donors, and other individuals interested in the sports program.  Assist in organizing and participates in practices and intercollegiate competitions. Plan, implement and monitor the training programs for Track & Field with a primary focus on the throwing events. Provide instruction to student-athletes from the basic fundamentals of technique and exercise physiology to the advanced methodologies of training theory and optimization of performance. Promote and foster a positive team environment, appropriate behavior, and sportsmanship by team members. Additionally, is responsible for the conduct of team members both on and off the field. Promote the physical and mental well being of all program participants. Assist with overseeing the academic progress and success of student-athletes including promoting and maintaining an environment that encourages academic achievement as measured by academic eligibility, retention, and graduation. Assist with evaluating, recruiting and selecting qualified prospects that have the ability to compete in the classroom and athletically. Actively seek out and encourage a diverse group of prospects and assist them through the application process. Work collaboratively with the Compliance, Student Affairs, Academics, and the Admissions Office staff to qualify and process prospects in a timely and efficient manner. Make recurring contacts by telephone, written correspondence, off-campus visits and evaluations, and coordination of campus visits as assigned by the Head Coach.  Assist the Head Coach in scheduling of contests and opponents, and make arrangements for the contests as assigned by the Head Coach. Work with the Head Coach to order and purchase equipment, supplies and team apparel. Plan and participate in sports clinics, camps, and home competitions as approved. Actively participates in fundraising, promotional, and public relation activities for the sports program. In the absence of the Head Coach, assumes the duties, responsibilities and authority of the Head Coach for the operations and administration of the Program. Know, recognize, and comply with the laws, policies, rules, and regulations governing the University of Hawai‘i and its employees, and the rules of the National Collegiate  Athletic Association and of the affiliated conferences as now constituted or as may be amended in the future. Immediately advises the Director of Athletics or designee if there is reasonable cause to believe violations, whether by employees, students, or others, have occurred or will occur; other duties as required.

Requirements: Minimum Qualifications Graduation from an accredited four year college or university; Two (2) years experience coaching track and field at the college or university level; or any equivalent combination of education and experience. Knowledge of track and field as competed at the collegiate level. Desirable Qualifications Successful Division I track and field coaching experience. Demonstrated ability to coach and recruit highly skilled student-athletes, in addition to being familiar with the ACS Athletics Software.

***Assistant Coach – Women’s Lacrosse***

Employer: Wilmington University, New Castle, Delaware

Categories: Coaching, Coaching – Lacrosse

Type: Full-time – Experienced

Job Description: The incumbent must have a Bachelor’s Degree. They must have sufficient experience in higher education to successfully perform the job. Additionally, must have excellent communication, customer service, interpersonal and organizational skills. Be detail-oriented and able to work with diverse populations. Be self-directed and able to make decisions independently. Must have the ability to multi-task, work independently as well as be creative and innovative. The incumbent must be computer literate and proficient in Microsoft Work/Excel and familiarity with other Microsoft Office products. Have knowledge of competition and safety rules. Must represent the University in a professional manner at all times as well as have the ability to maintain professionalism and confidentiality in any situation.

Responsibilities include (but are not limited to): Teach the sport of lacrosse at the NCAA Division II varsity level. Assist the head coach in recruiting efforts, including evaluating and contacting prospective student-athletes, and completing compliance logs in a timely manner. Assist the head coach in the scouting of future opponents. Provide instruction of team members, including the preparation, planning and conducting of practice sessions. Teach student-athletes specific tasks, while serving as a mentor to team members. Assist the head coach in supervision of team travel. Must take and pass the NCAA Recruiting Exam annually.  Assist in team community service and community engagement projects. Assist in team fundraising activities. Perform other duties which may be assigned by the head coach and/or the Director of Athletics.

***Assistant Professor (Brigade Fitness)***

Employer: United States Naval Academy, Annapolis, Maryland

Categories: Coaching, Coaching – Other, Coaching - Wrestling

Type: Full-time – Experienced

Job Description: As the Assistant Professor (Brigade Fitness) the incumbent reports to the Associate Athletic Director, the senior government official responsible for the physical mission of the United States Naval Academy. This position is responsible for leading the annual Physical Education Program (PEP) for plebe (freshmen) students who arrive at the Naval Academy two months prior to the start of the academic year. PEP instruction is conducted from a platform situated on the athletic field in front of 1250 midshipmen during the early mornings of July and August. Extreme physical fitness is required to demonstrate and perform rigorous physical exercise for up to 90 minutes in intense heat while giving oral commands to a regiment-sized element. The incumbent also provides leadership in all phases of administration, planning, scheduling, budget preparation, training of military officer staff, and maintenance of PEP records and equipment. PEP receives annual media attention at the national level; the incumbent is responsible for operating an effective and safe program which exemplifies the highest ideals of the Naval Services.

As part of the Physical Education Faculty, the incumbent is responsible for year-round, brigade-wide, teaching emphasis in the following skills: boxing, wrestling, and combative arts. Incumbent is required to obtain and maintain those certifications necessary to support the Marine Corps Martial Arts Program and provide additional training to midshipmen who are candidates for a commission in the United States Marine Corps.

Requirements: A Master’s Degree (or higher) is required in Physical Education, Exercise Physiology, Sport Sciences, Kinesiology or a related area.

***Assistant Public Information Officer***

Employer: University of Cincinnati, Cincinnati, Ohio

Categories: Operations, Operations – Sports Information

Type: Full-time – Experienced

Job Description: The University of Cincinnati is accepting applications for the position of Assistant Director, Sports Communications. Reporting to the Senior Associate Director of Athletics/Media Relations and Strategic Communications, this person will serve in a day-to-day role facilitating the sports communications functions of designated sports programs and coordinating and producing publications. Staffing events on nights and weekends and team travel, as requested, is expected. This is a full-time, 12-month position that includes full benefits.

Requirements: Ideal Qualifications: A Bachelor’s Degree is required. Previous experience designing and producing publications is required and candidates will be expected to provide samples of their work. Previous experience in intercollegiate sports communications is required, experience as a designated sports program contact is preferred. Proven writing and editing skills are required.

***Assistant Ticket Manager***

Employer: University of California, Berkeley

Categories: Operations, Operations – Ticket Office

Type: Full-time – Entry Level

Job Description: The University of California, Berkeley, is the preeminent public university in the country. We’re also one of the leading employers in the San Francisco Bay Area. We are currently seeking a Assistant Ticket Manager who will work within the department’s Sales, Marketing & Service unit.

**DESCRIPTION OF POSITION**: The Assistant Ticket Manager will develop and support the day to day operational and strategic aspects of the Athletic Ticket Office and will be responsible for all ticketing operations for several assigned sports teams. This position will also manage and supervise the ticket sales and customer service efforts both at the Athletic Ticket Office windows and on-site at athleticevents.

**RESPONSIBILITIES:** Independently plans, organizes, administers, and implements ticketing operations for assigned sport teams. Acts as liaison with coaches, directors of operations, student athletes, Vault Supervisor, Events Management, Facilities, and Marketing for each sport as necessary. Responds to customer inquiries and problems via email, through ticket windows, on day of game, or over the phone. Provides support in all operational aspects for post season games, both home and away. Works with Paciolan to set up back end operations for assigned sports. Creates and maintains season seating manifests for all ticketed facilities and parking locations, including current ADA configurations for assigned sports. Manages all game-day operations for assigned sport teams. Responsible for the set-up of auxiliary box offices. Works with Event Management to ensure security needs are met for the event. Manages player-guest admissions, media pass list, recruit admissions, will call admissions, and game-day ticket sales. Responds to customer service issues. Ensures secure transportation of monies to and from the Athletic Ticket Office. Maintains accurate records for attendance calculations. Analyzes and implements new or revised standard operating procedures for game day ticket operations for assigned sports. Oversees and supervises all ticket sales and customer service issues at Ticket Office windows and on site at athletic events. Ensures excellent customer service is being maintained daily by student workers via the phone, window and email. Balances and reconciles ticket sales made at the windows and on site at events. Supervises student ticket office clerks and student event attendants. Oversees recruitment, interview process, selection, hiring, training, scheduling, and promotion of student workers. Creates and implements policies and procedures that advise student employees on how to resolve customer service issues and complaints/concerns and conducts monthly customer service training sessions. Creates work schedules and reviews/approves timesheets. Prepares monthly reports to assist in the budgeting of student employee payroll. Manages and updates the Athletic Ticket Office’s internal and external intranet site with sales and promotional information. Responsible for preparing and maintaining promotional codes for distribution to career department staff.

Requirements: Bachelor’s degree in a related field or equivalent training/experience. Thorough knowledge of collegiate ticketing industry and best practices. Ability to multi-task and work with frequent interruptions. Effective listening skills. Good judgment and effective decision-making and problem resolution skills, including skill to recognize and deal effectively and appropriately with real and potential problem areas, including skill to determine the issues/problems that need to be brought to the attention of higher level staff and/or management. Highly effective verbal and written communication skills in the English language. Must be able to interact respectfully and communicate in a polite and professional manner with the public and department personnel via phone, in written correspondence or in person. Strong customer service skills over the telephone, in person, and through written communication. Must be proficient in the use of basic computer applications. Substantial knowledge of Paciolan Ticketing System and other ticketing systems. Must be self motivated, organized, punctual, self starter and reliable. Knowledge of applicable NCAA and Pac-12 rules and regulations.

Preferred Qualifications:

Have a working knowledge of the University’s and Department’s cash handling policies. Knowledge of the campus and department, including its achievements, mission, vision, goals, objectives and infrastructure. Knowledge of the department’s products and services.

***Assistant Women’s Lacrosse Coach***

Employer: Christopher Newport University, Newport News, Virginia

Categories: Coaching, Coaching - Lacrosse

Type: Full-time – Experienced

Job Description: Christopher Newport University invites applications for the position of Assistant Women’s Lacrosse Coach. Reporting to the Head Women’s Lacrosse Coach, the successful candidate will assist in all aspects of maintaining a highly successful Division III lacrosse program, to include scouting, recruiting, daily practice, organizational duties, fundraising, and providing leadership and mentorship of student-athletes. This position is a full-time position with an excellent benefits package.

CNU, a public liberal arts and sciences university of 4,800 students, is located on the Virginia Peninsula between Williamsburg and Virginia Beach. The young NCAA Division III program at CNU has become one of the most respected in the nation. Our programs have produced 12 national team championships, and nearly 500 All-Americans. CNU sponsors 23 varsity sports for women and men and their success has been enhanced by the 180,000 square foot Freeman Sports and Convocation Center and 3,250 seats Pomoco Stadium.

Requirements: A Master’s degree; or a Bachelor’s degree plus training and experience at a level that equates to an advanced degree are required. The successful candidate will have experience coaching lacrosse; knowledge of NCAA rules and regulations; skill in training/instructing student-athletes; excellent interpersonal communication skills; demonstrated organizational and time management skills; ability to analyze situations and develop solutions; ability to manage people and projects; and the ability to travel and work non-traditional hours. Preference will be given to candidates who possess experience coaching in a university/college setting; experience in administration/recruiting at the collegiate level; and a progressively responsible track record.

***Wellness Center Administrator***

Employer: Pueblo of Sandia, [Albuquerque, New Mexico](http://maps.google.com/maps?ie=UTF8&ll=35.178200,-106.596684&z=13)

Type: Full-time – Experienced

Job Description: Position Summary Oversee programs and assists with their implementation to address the identified needs of the community. Supervise Wellness/Recreation Staff, as assigned. Responsible for the development and implementation of outdoor education programs, including, but not limited to; challenge education and team building for youth, family enrichment outdoor experiential activities, inter-departmental team building and leadership development programs and retreats, and adventure recreation outings for youth and families. **Major Duties and Responsibilities** 1.Supervise and provide programs in outdoor education and experiential learning for all Tribal and community members and Tribal Employees. 2. Supervise programs and staff in delivering after-school programs, summer youth programs, swimming pool, and athletic activities. This includes basic responsibilities in delivering safe and appropriate programs. 3. Play a positive role in integrating wellness/recreation programs, child services, family enrichment, and education programs. 4. Keep current assessments of wellness/recreational needs of pueblo residents, of all ages; this includes collection of data designed to provide longitudinal information wellness/recreation issues within Native American communities. 5. Plan, schedule, and publicize activities and programs aimed at meeting the needs of Pueblo residents. Maintain consistent and current communication with Pueblo residents and Tribal leaders on wellness/recreational needs. 6. Enforce facility and tribal rules regarding facility use and operation. 7. Monitor facility and adjacent grounds for cleanliness and to ensure proper care of wellness equipment. 8. Review and evaluate program effectiveness/objectives, and redesign programs as necessary. 9. Monitor budgetary expenditures for all Wellness operations; maintenance and repair existing and additional equipment. 10. Develop and maintain a comprehensive inventory on all equipment and program facilities needing maintenance work to include frequency of inspection, adjustment, service and repair requirements. 11. Remain current on industry standards in the areas of Physical Education, Recreation, Aquatics, and Outdoor Education, and Therapeutic Recreation. Ensure that facilities and equipment meet safety and health codes and rectify unsafe conditions. 12. Interact with Department of Health and Safety to develop pro-active wellness programs and activities. This may include working with Health Center Physicians and medical staff at developing personalized health programs for referred clients. 13. Design and deliver day-to-day character building/personal growth activities with the wellness programs and activities. This may include designing and delivering staff training/development modules. 14. Ensure that Wellness Center is appropriately staffed during hours of operation. 15. Perform additional duties and responsibilities as necessary or assigned commensurate to the grade level assigned.

Requirements: Minimum Qualifications, Education and Experience 1.A Bachelor’s Degree in Recreation, Recreation Therapy, or a closely related field. 2. Master’s Degree preferred. 3. At least five (5) years developing and administering outdoor experiential programs for youth and adults. 4. A minimum of two (2) years of health, or physical fitness instruction, or related programming. 5. Prior supervisory experience required. 6. Experience in aquatic exercise programs helpful. 7. Valid New Mexico Driver’s License. 8. Additional licenses as required Licensing Status must be able to successfully pass a Background and Character Investigation in compliance with PL 101.630.

***Assistant Athletic Director for Business Operations***

Employer: K-State Athletics, Inc., Manhattan, Kansas

Categories: Executive, Executive – Business Manager, Executive – Executive Director

Type: Full-time – Experienced

Job Description: Responsibilities include managing all accounting functions, which includes accounts payable and receivable, purchasing, travel reports/reimbursements, invoice systems and check writing; issuing 1099’s, scholarship checks, reconciling payroll; all annual external audit processes; coordinates all accounting system activities; prepares annual EADA report and NCAA report, monthly sales tax forms for the Kansas Department of Revenue, and financial reports for KSA Board of Directors, etc., manages bank accounts; responsible for filing IRS Form 990 and managing Foundation Accounts; formulates the organization’s budget and handles implementation of the budgetary figures each fiscal year; and supervises and trains two full-time accounting positions.

Requirements: Bachelor’s Degree in accounting with five years of relevant accounting experience, a thorough knowledge of Microsoft Office programs with advanced knowledge of the Excel program; strong communication, interpersonal and supervisory skills; and must possess valid driver’s license and be able to work evenings and weekends as required.

**Preferred Qualifications:** Master’s degree in accounting or MBA with accounting focus, and more than five years of relevant accounting experience.

Strongly Preferred Qualifications: CPA accreditation, knowledge of Paciolan computer program and familiarity with NCAA Division I rules and regulations.

***Assistant Ticket Office Manager***

Employer: St. Bonaventure University, St. Bonaventure, New York

Categories: Operations, Operations – Ticket Office

Type: Full-time – Experienced

Job Description: St. Bonaventure University, an NCAA Division I institution and member of the Atlantic 10 Conference, has an immediate opening for an Assistant Ticket Office Manager. This is a full-time, 12-month appointment with an hourly wage and benefits.

**Responsibilities:** The successful candidate will be responsible for assisting the Ticket Office Manager in all facets of the office operation. Working in a customer service environment, he/she will help to set strategy to achieve sales goals for men’s and women’s basketball, will be committed to exceptional customer service and communication, will analyze data, will help manage the databases, will collaborate with University staff as well as outside vendors, and will train and supervise part-time staff. Candidates must demonstrate an understanding of and commitment to NCAA, Atlantic 10 Conference and institutional rules.

Requirements: An Associate’s degree in a related field is required; a bachelor’s degree is preferred. Previous experience in ticket sales at either the collegiate or professional sports level is preferred.

***Aquatics Director***

Employer: Health Fitness/MIT, Cambridge, Massachusetts

Categories: Operations, Operations – Facility Management

Type: Full-time – Experienced

Job Description: Health Fitness has a great opportunity for a full-time Aquatics Director at our prestigious MIT client site located in Cambridge, MA. This premier program consists of a 150,000 sq ft facility complete with two floors of fitness activity space housing over 40 pieces of cardiovascular equipment, two full lines of strength equipment, free weight room, squash courts, multi-activity court and is connected to 3 additional athletic facilities housing multiple gymnasiums, an indoor track and ice rink. Serving an eligible population of 15,000+, this program incorporates comprehensive fitness and recreational programming all into one facility. **SUMMARY:** This position is designed toassist the Director of Recreational Sports in all aspects of operation of the Zesiger Aquatic Center and Alumni Pool, and related programs and services. Specifically, the Aquatic Director directs all aspects of aquatic and general recreation programs. Staff reporting directly and indirectly include: water fitness instructors, lifeguards, events and facility operations, and program management staff. Responsibilities include creating, approving, directing, managing, budgeting, marketing and evaluation of staff, programs and events in the Aquatic program. The Aquatic Director assists in the development, interpretation, and enforcement of all systems, policies and procedures of Recreational Sports programs and services. Other major responsibilities include providing customer service, facility security, special events support and special projects and oversight of the Health & Safety Committee.

**JOB ACCOUNTABILITIES (Duties & Responsibilities)**

This job is responsible for the performance of the following duties and responsibilities:

Primary: Staff Management:

•**Direct and support aquatic professional staff** – meet weekly (3-5 total). •Share leadership in organizing and facilitating program/marketing meeting- weekly. •Lead aquatic team meetings. •Provide oversight and management of all personnel decisions and actions in the aquatic program. •Liaison to MIT for all union lifeguard needs. •Approve new hire paper work, weekly and bi-weekly payroll for 60+ staff. •Approve all in service program outlines and staff training lesson plans/programs. •Compile full-time program staff schedules. •Recruit, hire, train, develop, and evaluate all interns, coordinators, assistant, and associate directors. •Review and approve all other personnel matters in the aquatic program.

**Program Management:** •Develop and monitor budget for Aquatic programs. •Approve all aquatic expenses. Reconcile credit card monthly. •Evaluate and provide direction to program staff on the development, administration, and evaluation of all aquatic programs. •Develop 2-3 campus-wide recreational and wellness programs through program staff and collaborative efforts with other departments each year. •Provide oversight and development for student leadership initiatives and interns in aquatic programs. •Review and approve all aquatic program marketing, registration, and staffing plans and information.

**Facility Management:** •Review, evaluate, and advise program management staff on program and facility equipment inventory: purchases, repair, and replacement. •Liaison with all athletic reservations from DAPER Coaches, Physical Education, and community rentals in the Aquatic program. •Assist staff in the development, review, and approval of all aquatic rentals and long term user reservations. •Review and approve weekly pool schedule. •Serve as Meet Director for designated meets. •Facilitate all aquatic special events and collaborate with other program directors and departments on Recreational Sports events. •Conduct daily facility audit and submit related work orders.

**Project Management:** •Facilitate and submit quarterly and annual reports for aquatics. •Coordinate the compilation and analysis of group and individual participation counts daily, weekly and quarterly. •Review, update, and approve all related staff manuals. •Monitor Aquatic web pages. •Facilitate Aquatic annual shut down.

**Health & Safety:** •Oversight and leadership of Recreational Sports Health & Safety Committee. •Direct semi/annual emergency action plan evacuation drills. •Perform risk assessment and analysis of program, services and operations. Secondary: •Attend administrative staff meetings. •Researches purchases. •Attend Central Management Team staff meetings. •Teach and lifeguard as needed. •Open and close building as assigned. •Submit work orders as needed. •Complete special projects as assigned. •Develop new program concepts and relationships. •Develop proposals and conduct program analysis. •Monitor and approve payroll through ADP. •Performs other duties as assigned.

Requirements: The following minimum qualifications are required in order for an individual to perform the essential duties and responsibilities of this job: Education, Experience and Certifications: •Master’s Degree in Recreation, Physical Education, or related field required. •3-5 years’ experience working in the field of collegiate recreation, at or above the Assistant Program Directorlevel or equivalent. •Experience should include program management, staff management (instructional, health fitness instructors and lifeguard) and event management experience. •Current CPR, FA, AED and BBP certifications required. •Desirable Certifications: Pool operator, CRSS, SCUBA, LG, LGI, LGIT, WSI, WSIT, ACE, AFAA, NSCA, and water fitness experience.

Other Knowledge, Skills & Abilities: •Ability to multi-task and meet timelines consistently. •Attention to detail. •Excellent written and oral communication skills. •Solid computing (Excel, Word, and PowerPoint) and customer service skills. •Experience working with Spectrum NG CSI Software, Dream weaver, Desk top publishing – Pagemaker or Print Shop, Colorado Timing, and EMS. •Experience working with implementation of union employee contract. •Hours will be determined based on program needs. Weekends and evenings will be involved.

***Director of Fitness and Programming***

Employer: Job Target, Hamilton, New York

Categories: Executive, Executive – Associate Athletics Director

Type: Full-time – Experienced

Job Description: The Director is responsible for the organization, management, administration and supervision of all aspects of Colgate University's Trudy Fitness Center, facility memberships, associated recreational fitness programming and Physical Education courses.

The Director will also be expected to collaborate with the Director of Recreation, Chair of PE, the Director of Wellness, and the Office of Human Resources to provide assistance with the creation, implementation, staffing, monitoring, marketing, and coordination of group fitness classes and health programming for Colgate students and employees.

This position will require varied hours. Night and weekend hours will be required at various times throughout the year.
**Essential Functions:** Responsibilities include, but are not limited to:
- recruiting, hiring, training, scheduling, troubleshooting, evaluating and completing payroll for fitness center student and casual wage staff;
- updating staff training materials, operating manuals;
-assisting with developing, adjusting and enforcing policies and procedures;
-budget management;
-equipment inventory and maintenance, including health and safety checks;
-overseeing risk management practices;

Candidate must be capable of working collegially with a diverse group of faculty, staff and students on a daily basis.

Requirements:

 -Bachelor's Degree in exercise physiology, kinesiology, human performance, sport/recreation management, health, or related field with a strong emphasis in health and fitness required.
-Current certification in group fitness from a nationally recognized fitness organization (e.g., AFAA, ACSM, ACE, NCSA) or other national certification in personal training
-Direct active experience in exercise leadership, strength and conditioning, group fitness and/or personal training.
-Experience in fitness facility operations, fitness equipment usage procedures and maintenance plans
-Strong computer skills required with MS Office software and basic website capabilities
-Certification by American Red Cross in Adult CPR and First Aid required within six months of hire
-Must be a self starter and demonstrate initiative when unsupervised
-Strong oral and written communication skills required
-Must be able to train fitness attendants in proper strength and cardio equipment usage
-Must be capable of working collegially with a diverse group of students, faculty, staff, and visitors on a daily basis.
**Additional Preferred Qualifications:** 1-2 years experience hiring, training, scheduling, evaluating and supervising fitness facility and staff
2-3 years of fitness instruction experience and a nationally recognized certification
- Experience in membership/customer services.
**Special Instructions to Applicants:** Colgate, an Affirmative Action and Equal Opportunity Employer, is committed to developing and sustaining a diverse faculty, student body, and staff to further the university's academic mission. Minorities are encouraged to apply.