



Director of Intercollegiate Activities

Notre Dame College seeks an exceptional leader for the position of Director of Intercollegiate Athletics (AD). The AD is responsible for providing effective vision, leadership, and management to the athletic department, which features 24 NCAA Division II sports. The AD oversees all aspects of the intercollegiate athletics department including the supervision of all programs and personnel, budgeting, contest scheduling, transportation, facility management, and fundraising, community engagement, the recruitment of academically and athletically talented student-athletes, and the recruitment and evaluation of coaches and staff. The director will delegate specific responsibilities to assure the efficient and productive operation of all academic, administrative, business, fiscal and health related activities of the department.

The director serves as the principal liaison and representative for Athletics with the campus community, conference and national affiliations. The director works collaboratively with other areas of the College including: Academic and Student Affairs, the Communication office, Alumni Affairs and Advancement, for the betterment of the athletics department and the College as a whole.

Job Duties:

- Manage all aspects of planning, supervision, staffing, delivery, and evaluation of the intercollegiate athletics program. Which includes:
 - Establish a comprehensive recruitment strategy for student-athletes;
 - Manage budgets for the Athletic Department;
 - Hire, train, and evaluate personnel;
 - Ensure compliance with NCAA and league rules, as well as all other applicable federal and state regulations;
 - Provide leadership in developing plans for facility improvements to meet the needs of the athletic program;
 - Engage the campus and local community in athletics program and events;
 - Assist in raising funds in conjunction with the Office of Advancement.

Qualifications:

- Master's degree in Higher Education, Sport/Athletic Management, Physical Education, Recreation, or appropriate related field strongly preferred.
- Minimum of five years full-time experience in the administration of intercollegiate athletic programs at the college or university level, two years of which were in a supervisory capacity; experience in coaching also considered.
- Demonstrated skills in interpersonal relations.
- Demonstrated communication and organizational skills.
- Experience in the development and management of a departmental budget.
- Commitment to student learning and the ideal of the scholar-athlete.
- Thorough knowledge of NCAA and Title IX regulations.
- Strong computer skills in a Microsoft Windows environment.
- Candidates with strong regional contacts and/or experience preferred.

Resume, cover letter and salary requirements can be emailed to: careers@ndc.edu