

.POSITION: Assistant Athletic Director/Senior Woman Administrator at Western State College of Colorado in Gunnison, CO. This is a full-time, twelve month position with an annual salary of \$40,000.

DUTIES: Coordinate and manage all home events and special events, athletic facilities and fields. Assistant Compliance Coordinator for student-athlete eligibility. Provides leadership for all athletic programs. Mentors and works in the interest of women's athletics as well as assist with oversight of equipment personnel. Advisor to the Student Athlete Advisory Council (SAAC). Other duties as assigned by the Athletic Director. Some evening and weekend work and some overnight travel required.

QUALIFICATIONS: B.A. or B.S. required. Strong leadership and collaborative skills, and communication, human relations, problem solving, organizational and multi-tasking skills are required. The ability to attain CPR and AED certification. Valid driver's license. M.A.in Sport Administration preferred, 2 years experience with intercollegiate athletics administration preferred. Demonstrated experience in event management, facility management and or NCAA compliance is preferred.

APPLICATION PROCEDURE: Apply online at: www.western.edu/jobs. Required attachments for online application include letter of application addressed to Scott Groom, Assistant Athletic Director, resume and contact information for 3 references.

Contact the search committee chair with position specific questions:
sgroom@western.edu

Applications will be accepted beginning immediately and continue until the position is filled. To assure a full review, all application materials should be received by March 1, 2012. The start date for this position is as soon as possible but no later than June 1, 2012

DESCRIPTION: Western State College (WSC) is a four-year liberal arts college with an enrollment of approximately 2,000 students. WSC competes in the Rocky Mountain Athletic Conference (RMAC) and is a member of the NCAA Division II. The WSC Mountaineers sponsor 13 sports. WSC is located in Gunnison, Colorado which is located approximately 200 miles southwest of Denver and has a population of approximately 6,000. For more information visit our web-site www.western.edu.

Western State College is an equal opportunity/affirmative action employer.