



# OTTERBEIN UNIVERSITY

## Job Posting

**Job Title:** Athletic Director  
**Job Class:** Administration  
**Department:** Athletic Department  
**Reports to:** VP for Student Affairs  
**FLSA status:** Full Time

**To Apply:** Please email a cover letter and resume including salary expectations addressing this position to [hr@otterbein.edu](mailto:hr@otterbein.edu); FAX to 614-823-1511; or mail to Otterbein University, Human Resources, One S. Grove St., Westerville, OH 43081. The position is open until filled.

**SUMMARY:** The Director of Athletics serves as the chief administrator for all athletic programs reporting to the Vice President for Student Affairs. The Director supervises professional development and evaluations of all coaches in the area of Athletics; prepares and monitors budgets; coordinates the use of all athletic facilities; and represents the university at district, regional and national events. It is also the responsibility of the Director of Athletics to develop and maintain a strong working relationship with the faculty, staff, and student body. The Director of Athletics will be expected to take a leadership role in fundraising initiatives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned by the Vice President for Student Affairs.

### A. Administrative Responsibilities

1. Develop athletic policies for Intercollegiate Athletic Program for adoption by the Subcommittee on Intercollegiate Athletics and approved by Vice President for Student Affairs.
2. Communicate with the President of the University, Vice President for Student Affairs, and the Faculty Representative on current athletic issues and policies.
3. Interpret to athletic staff important aspects of Conference, NCAA and University regulations and procedures.
4. Compile Department Policy Manual and keep updated with yearly additions and changes.
5. Represent the University at Ohio Athletic Conference and NCAA meetings.
6. Interpret phases of the Intercollegiate Athletic Program to faculty, community, and alumni while working closely with the Sports Information Director.
7. Prepare, administer and oversee all phases of the budget, including the approval of all purchase requests.
8. Be responsible for coordinating the scheduling of athletic events and confirming and signing all game and athletic contracts.
9. Work cooperatively with Admissions and Financial Aid Offices in the recruitment of student athletes.
10. Seek student input through the Student-Athlete Advisory Committee (SAAC) when formulating policies and procedures regarding intercollegiate participation.

11. Serve as Adviser for the "O" Club.
12. Work closely with the Cheerleader Adviser and Dance Coach to oversee budgets.
13. Communicate with alumni and the community in regards to athletic affairs and events.
14. Work closely with Institutional Advancement and assist in athletic fundraising initiatives.
15. Keep in contact with the coaches of club teams and oversee the teams' budgets.
16. Communicate on a regular basis with the Chair of the Health and Sport Sciences (HSS) Department regarding matters related to the Athletic Program.
17. Work in close association with the Chair of the HSS Department concerning teaching assignments for coaching personnel.
18. Work closely with the medical director.

#### **B. Responsibilities Relating to Facilities**

1. Work closely with the Facility Director and staff to coordinate all facets of the Rike Center, Clements Recreation Center, stadium, and field use.
2. Work cooperatively with the Chair of the Health and Sport Sciences Department when scheduling facilities between the 8:00 AM – 4:00 PM hours.
3. Communicate with the Facility Director, Chair of Health and Sport Sciences Department, and Service Department on maintenance and replacement program for facility equipment. In addition, keeps in contact with the Service Department of the University and Housekeeping to meet all program and facility needs.
4. Oversee all facilities and ensure the safety and repair/maintenance of each.
5. Approve and forward to the proper channels all reservations for facility rentals.
6. Coordinate the work study budget for athletics and see that students are hired to work in the Athletic Department during home contests.
7. Oversee game day administration, including concessions.
8. Oversee travel arrangements for all away contests.
9. Become acquainted and enforce local ordinances which relate to athletics, crowds, building capacities and fire regulations.

#### **C. OAC/NCAA**

1. Ensure all staff members are educated on conference/NCAA policies, procedures, rules and regulations.
2. Ensure all appropriate reports, forms, eligibility, and compliance issues are completed in the required manner.
3. Attend OAC conference meetings.

#### **D. SUPERVISORY RESPONSIBILITIES:**

##### **Responsibilities Relating to Coaching Staff**

1. Work closely with the Vice President(s) in the hiring of coaches.

2. Work in close association with the Chair of the Health and Sport Sciences Department in evaluating those coaches who have activity teaching responsibilities.
3. Provide an orientation of new athletic staff members regarding their responsibilities.
4. Prepare educational presentation for staff to evaluate all department policies and procedures.

**Supervisor of the following:**

Executive Assistant, Administrative Assistant, Secretary/Receptionist, Head Athletic Trainer, Facilities Supervisor/Equipment Administrator, Athletic Facilities, Men's Basketball Coach, Men's Tennis Coach, Men's Golf Coach, Men's Soccer Coach, Men's Lacrosse Coach, Men's Baseball Coach, Track and Field Coach, Cross Country Coach, Football Coach, Volleyball Coach, Softball Coach, Baseball Coach, Women's Tennis Coach, Women's Lacrosse Coach, Women's Basketball Coach, Women's Golf Coach, Women's Soccer Coach, Cheerleader Advisor, Dance Team Advisor, one coach who serves as an Associate Athletic Director/SWA and two coaches who serve as Assistant Athletic Directors.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** minimum of a master's degree from a regionally accredited university or college; coaching experience and demonstrated leadership skills and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:** N/A

**LANGUAGE SKILLS:** Must demonstrate excellent verbal and written English skills including grammar.

**MATHEMATICAL SKILLS:** Must be competent in general math.

**TECHNICAL SKILLS:** Thorough knowledge of at least one sport supervised; thorough understanding of NCAA regulations; knowledge of general office procedures. Must have managerial skills to oversee a variety of sports and their budgets. Strong interpersonal skills and supervisory skills. Must take pride in and be thorough in quality of work produced; must be able to use general office equipment including office computer, copier, telephone, facsimile machine etc.

**REASONING ABILITY:** Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies. Must possess excellent customer service skills. Must possess strong organizational skills. Ability to exercise initiative and independent judgment in unusual or new situations. Must be able to work independently and must retain confidential information.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to communicate, reach and use repetitive motions of hands and wrists. Must be able to meet regular and predictable attendance standards.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.*

**Otterbein University is an Equal Opportunity Educator and Employer.**