Saint Michael’s College
Job Description

Job Title: Director of Athletics

Department: Athletics

Supervisor or Manager: Vice President of Student Affairs/Dean of Students

Date Created: 07/13/2005   Last Revised: 10/13/2014   FLSA Status: E

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- The management of Saint Michael’s College Athletics department is conducted in a manner that is consistent with the mission, philosophy and goals of the institution.
- SMC’s intercollegiate program is carried out within the policies and rules defined by NCAA and conferences.
- The intramural, recreation and fitness programs provide exceptional opportunities for non-varsity participation.
- Athletics provides an integral yet supportive role in the educational process and is a source of pride to the institution.
- SMC’s intercollegiate teams are competitive, usually finishing within the top 50% in the conference.
- Athletic team members have a positive learning experience that they value.
- Teams are effectively managed to comply with Title IX and budgetary restrictions.
- Mutual respect is exhibited among department members and staff works cooperatively together, with a spirit of collegiality and teamwork.
- Department members are fully engaged in campus activities as well as department sponsored programs and fundraisers.
- Athletics department members perform their work in a manner that is consistent with and in full support of the SMC mission and values.
- Operating budgets in Athletics are effectively managed within the institutional budget.

Essential Duties and Responsibilities:
- Communicates effectively with department members, faculty, staff, alumni, parents and trustees.
- Coordinates the formulation of department mission, goals and policies.
- Monitors goal achievement and policy implementation in Athletics department.
- Hires, supervises and evaluates Athletics department personnel.
- Completes annual performance evaluations on direct reports [10]. Coordinates the performance evaluation process for all athletic staff.
- Deals with all major disciplinary issues for both student-athletes and athletics staff.
- Ensures the hiring of athletics staff personnel is consistent with the overall College mission and values.
- Offers orientation, training and professional development of students and athletics staff on department and College policies and expectations. This includes LifeSkills programming for athletes 4 times per year.
- Sets academic expectations for team performance and communicates each semester with faculty regarding communication expectations of athletes with professors.
- Plans and holds bi-weekly meetings of full-time staff and quarterly meetings of all athletics staff.
- Coordinates weekly meeting of Senior Athletics Staff for short and long-term planning and implementation of athletics initiatives.
- Serves as primary HR contact for the department, and works collaboratively with HR staff on all staff hiring, and updated tracking of part-time staff payroll on an annual basis.
- Develops and manages Athletics department’s operating budget.
- Works collaboratively with business office staff by producing periodic budget projections, and expenditure/budget transfers when necessary.
- Reconciles the overall athletics and summer camp budgets with business office personnel and ensures all comply with the institutional budget.
- Approves all purchases and expenditures for the athletics department [travel, referees, equipment, uniform, supplies, memberships].
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- Ensures timely and accurate use and recording of athletic purchase cards on a monthly basis.
- Provides monthly updated budget reports to coaches and staff.
- Participates in the annual College budget process in identifying athletics department needs in the areas of staffing, capital, operating, and technology.
- Plays an active advisory role for campus capital projects related to athletics.
- Ensures the timely and accurate completion of the annual EADA Gender Equity Report and 5-year NCAA ISSG.
- Approves outside use of SMC athletics facilities, team fundraising requests, and NCAA official visits.
- Actively participates in the formation of competitive schedules for sports that are directly supervised, overall approval of all schedules.
- Completes game management assignment schedule for all (approximately 200) home events, assigning an administrator and an event manager to each contest.
- Ensures team special trips, both domestic and international, are in compliance with SMC risk management policies.
- Provides administrative oversight at all home events for sports directly supervised and a strong visible presence at nearly all home events.
- Attends all NE10 and NCAA Championship events (both home and away) where SMC is participating.
- Maintains a visible presence on campus both at Athletics events and beyond.
- Responds to requests and inquiries specific to the Athletics program from within the department, College and beyond.
- Serves as part of the student life team and is committed to student-centered programming.
- Represents SMC Athletics at conference, regional, and national conferences and workshops.
- Essential spokesperson for athletics department functions [HOF, NSAO, NSAD, Block M], Admissions, Trustee presentations.
- Serves on the SMC Hall of Fame selection committee, the Athletics Advisory Committee, Administrative Council, and the Student Affairs Director’s Council.
- Actively participates in the conversation about mission, vision, and core values for SMC athletics, including discussions centering on divisional status, conference affiliation, sport offerings, athletics scholarships.
- When directed, plays an active role in the communication with commissioners and director of athletics at other conferences.
- When directed, provides analytical information necessary to produce outside comparative reports [financial, salary, standings, scholarship, and sport offerings].

Secondary Responsibilities:
- Monitors the academic achievement and graduation rate of athletes and coordinates initiatives to support academic success.
- Oversees fundraising activities to benefit the department and College, including the summer camp program.
- Counsels student-athletes and coaches with a focus on personal development.

Positions Supervised: 29 positions, 67 including asst coaches and interns
- Sr/Associate Athletics Directors (2)
- All Head Coaches, Full-time asst. coaches, and Program Directors (7 Directly supervised, 23 overall supervision)
- Athletics Support Staff (Head Athletics Trainer directly supervised, 6 overall supervision)

Major Contacts:
- VP of Student Affairs/Dean of Students
- Athletics department staff
- Student Life Staff
- Students
- Faculty
- Alumni
- Parents
- Trustees
- Cabinet
Demonstrates Excellence:
• “Goes the extra mile”, willing to step in and help out when needed, makes the extra effort to ensure things get done well.
• Maintains excellent relationships within the College built on mutual respect, integrity, credibility and communication.
• Possesses excellent interpersonal skills and the ability to respond effectively to a wide range of people in a broad range of relationships and situations.
• Prioritizes work well, operates independently, works efficiently and recognizes what is important to the institution.
• Understands and supports institutional decisions that are made in the best interest of the College.
• Sustains high visibility on campus through service on committees and attendance at campus functions.
• Integrates into the community through extensive community service projects and service on local board(s).
• Holds a leadership position on regional or national committees or with organizations pertinent to athletic administration.
• Contributes to the student life team by being a part of the solution with educational programming.
• Participates in opportunities for professional development by attending and/speaking at conventions or conferences and/or publishing books/articles in athletics or higher education publications.
• Exceptional academic achievement of student-athletes including high GPA, ASR, graduation rates, and honors.
• Exceptional athletic achievement of student-athletes including conference tournament participation, NCAA participation, and individual and/or team honors.
• Exceptional social behaviors of student-athletes on campus.
• Serves as an excellent role model and mentor for athletics staff and students.

Education and Work Experience:
• Master’s degree required.
• Minimum of 5 years of experience in athletic administration at the collegiate level
• Successful coaching and/or playing experience in intercollegiate athletics is desirable.
• Previous experience or skills in budget management is essential.

Analytic Skills:
• The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills:
• Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

Computer/Technology Skills:

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Licenses, Certifications and Other Requirements:
• CPR
• First Aid

Physical Demands:
Work is often performed in a typical office environment requiring:
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- Sitting in a normal seated position for extended periods of time  
- Reaching by extending hand(s) or arm(s) in any direction  
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard  
- Communication skills using the spoken word  
- Vision sufficient to see within normal parameters  
- Hearing sufficient to hear within normal range  
- No or very limited physical effort  
- No or very limited exposure to physical risk

While performing the duties of Director of Athletics, the employee must occasionally lift and/or move up to 10 pounds.

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 a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Flexibility with schedule for long, irregular hours and evening, weekend and holiday work  
- Availability to conduct extensive travel for meetings and/or events  
- Must be able to tolerate possible exposure to outdoor environment and changing climates

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.