

**Athletic Director (Job S#143)  
Tuskegee University**

Direct Link: <https://www.AcademicKeys.com/r?job=171603>

Downloaded On: Jan. 22, 2022 10:31am

Posted Nov. 9, 2021, set to expire Mar. 11, 2022

<b>Job Title</b>	Athletic Director (Job S#143)
<b>Department</b>	Athletics
<b>Institution</b>	Tuskegee University Tuskegee, Alabama
<b>Date Posted</b>	Nov. 9, 2021
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Athletics
<b>Job Website</b>	<a href="https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/athletic-director-job-s143">https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/athletic-director-job-s143</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Status: Full-Time

**Special Qualifications**

In keeping with the President's commitment to Tuskegee University becoming "One Tuskegee", the ideal Athletic Director (AD) will possess the willingness to use their expertise in transforming Tuskegee into a leading 21st century living and learning environment.

**Summary:**

Tuskegee University is an independent and state-related institution of higher education with a strong emphasis on science, engineering, business, biomedical fields (e.g., nursing, allied health and veterinary medicine) and teacher education. The University also stresses the importance of the humanities, the social sciences and faith perspectives for the attainment of an education that provides depth and meaning in life. The University is accredited by the Southern Association of Colleges and

**Athletic Director (Job S#143)  
Tuskegee University**

Direct Link: <https://www.AcademicKeys.com/r?job=171603>

Downloaded On: Jan. 22, 2022 10:31am

Posted Nov. 9, 2021, set to expire Mar. 11, 2022

Schools Commission on Colleges (SACSCOC) and has an enrollment of approximately 3,000 students, including many international students. For additional information please visit the University's website at [www.tuskegee.edu](http://www.tuskegee.edu).

**Essential Job Duties and Responsibilities:**

- Ensure that the University complies with the athletic governing bodies
- Develop and manage the departmental budgets, and provides fiscal overview for the athletic programs
- Ensure that monitoring systems are in place to track compliance with all federal and state laws and regulations
- Ensure that all staff have necessary training needed to comply with relevant laws and regulations
- Develop and disseminate schedules for all intercollegiate sports
- Establish and maintain constructive relationships with faculty, students, alumni, and the community
- Advise the University administration on state and national developments in intercollegiate athletics
- Coordinate programs with physical education and intramurals
- Represent the University at conferences and meetings
- Supervise all recruitment activities within the athletic program to ensure compliance with conference and national rules
- Oversee the effective maintenance of all athletic facilities and equipment
- Perform other duties as assigned

**Qualifications:**

- Bachelor's degree
- Five years of experience in an administrative capacity at a NCAA athletics program or equivalent combination of education and experience
- Must have work experience related to NCAA rules and regulations
- Must have work experience related to university regulations and compliance issues

**Knowledge, Skills, and Abilities:**

- Effective planning and organizational skills
- Ability to integrate athletics along with the importance of a good academic education for student-athletics
- Effective, articulate leader



## Athletic Director (Job S#143) Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=171603>

Downloaded On: Jan. 22, 2022 10:31am

Posted Nov. 9, 2021, set to expire Mar. 11, 2022

A strong sense of teamwork

Salary

Commensurate with education, training and experience

Additional Position Information:

This position requires weekend and after work hours' job responsibilities.

This position requires travel.

\*\*The statements contained in this job announcement reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. \*\*

Applications are available at the following link:

<https://www.tuskegee.edu/Content/Uploads/Tuskegee/files/HR/Fillable-TU-EMPLOYMENT-APPLICATION.pdf>

Each applicant, including all current/existing employees, must complete and submit a Tuskegee University employment application, resume/CV, a list of (3) to (5) references (with detailed contact information) and copies of unofficial transcripts (official transcript(s) will be required upon hire). Applicants must meet the minimum qualifications and submit a completed application packet in order to be considered for the position. The University reserves the right not to fill the position in the event of budgetary or operational constraints.

Human Resources Department

Attn: Employment/Recruitment

101 Kresge Center

Tuskegee University

Tuskegee, Alabama 36088

Email Address: [employment@tuskegee.edu](mailto:employment@tuskegee.edu)

Equal Employment Opportunity Employer-Male/Female/Veteran/Disabled

Federal law requires identity and employment eligibility verifications on Form I-9 within three (3) business days of employment.

Must be able to pass a background check.



Athletic Director (Job S#143)  
Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=171603>

Downloaded On: Jan. 22, 2022 10:31am

Posted Nov. 9, 2021, set to expire Mar. 11, 2022

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

,