

Assistant Coach and Director of Football Operations and
Recruitment (4235)
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=205427>

Downloaded On: Sep. 30, 2023 3:12am

Posted Feb. 13, 2023, set to expire Dec. 7, 2023

Job Title	Assistant Coach and Director of Football Operations and Recruitment (4235)
Department	Intercollegiate Athletics
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Feb. 13, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coach
Academic Field(s)	Athletics
Job Website	https://employment.niu.edu/postings/69645
Apply By Email	
Job Description	

Overview

Northern Illinois University (NIU) is accepting applications for the position of Director of Football Operations-Recruiting. This is a full-time, 12-month position with benefits. As Director of Football Operations-Recruiting, this position manages the football's recruiting program and is a vital part of assisting the Head Football Coach adhere to Bylaw 11.1.1.1 Responsibility of the Head Coach by communicating, monitoring and documenting compliance matters that occur within the program with the head coach directly.

As the gatekeeper to the football program's recruiting operations, this position is required to be knowledgeable and have an understanding of the game of football and compliance with NCAA, conference and institutional requirements. In addition to recruiting, this position assists in managing all

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aspects of the football program and is responsible for promoting the program and overseeing day-to-day administrative operations, including communication with internal and external constituents, scheduling, summer football camps, coordinating all aspects of team travel, managing aspects of the football program's budget, and performing other related duties as assigned. This position will interact on a regular basis with several offices within the athletic department and on campus including, the Athletics Business Office, Compliance, Marketing, Athletics Communications, Student Athlete Academic Support Services (SAASS), Athletics Development Office, University Housing and Dining Services, Student Services, and Accounts Payable. This position is expected to determine own methods of performance of assigned work.

The mission of NIU Athletics is to enhance the University, community and region through service and engagement while developing champions in the classroom, in competition and in life. With long standing traditions and core values centered on family, NIU Athletics is home to 17 NCAA Division I sport programs. Northern Illinois University, chartered in 1895, is a comprehensive teaching and research institution with over 19,000 currently enrolled students and houses seven (7) degree-granting colleges—Business, Education, Engineering and Engineering Technology, Health and Human Sciences, Law, Liberal Arts and Sciences, and Visual and Performing Arts. Centrally located in DeKalb, Northern Illinois University is 30 miles west of Aurora, 65 miles west of Chicago, 36 miles west of Naperville, and 45 miles southeast of Rockford.

Position Summary

This position will interact on a regular basis with several offices within the athletic department and on campus including, the Athletics Business Office, Compliance, Marketing, Athletics Communications, Student Athlete Academic Support Services(SAASS), Athletics Development Office, University Housing and Dining Services, Student Services, and Accounts Payable. This position is expected to determine own methods of performance of assigned work.

Essential Duties and Responsibilities

- Makes executive decisions and executes plans of action for all aspects of the football program to include, but not limited to, the safety and conduct of the team;
- Maintaining appropriate practice, recruiting, travel, and community engagement within NCAA compliance guidelines;
- Recruits, hires, manages, directs, and oversees office administrative needs and assignments for graduate assistants, students, interns, and volunteers
- Executes NCAA and MAC required compliance paperwork related to roster management, recruiting and eligibility;

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- Responsible for the oversight and execution of visiting teams and official and unofficial recruiting visits;
- Serves as liaison for NIU Athletics NCAA Compliance office to ensure prospective student-athletes meet eligibility requirements;
- Oversees student-athlete orientation to include communicating itinerary to incoming student-athletes, deciding which athletic and campus constituents should be a part of the orientation, represents the Head Coach Football as the orientation presenter to address questions student-athletes or families may have, and ensures the program provides student-athletes families the assurance that their student athlete will have an exceptional experience both academically and competitively;
- Oversee and execute responsibilities of providing an overall positive educational environment for our student-athletes conducive to learning, athletic development, social growth, and preparing them for life beyond college;
- Responsible for decisions on various aspects for student-athletes with multiple campus areas, including housing, admissions and financial aid and NCAA initial eligibility certifications;
- Directly communicates, especially when Head Coach is unable to per NCAA rules, with various campus entities, both within Athletics, as well as the rest of the University and coordination of community events and community service;
- Represents the unit and Head Coach on various internal/external committees as required of this position;
- Responsible for coordinating official and unofficial visits of potential recruitment of student-athletes (PSA's);
- Oversee program game-day events, monthly community coaches show and annual program reception;
- Serves as a student-athlete mentor meeting daily with two at-risk student-athletes per semester for the academic year as it pertains to academic and personal development;
- Assists with departmental needs as requested.

Minimum Required Qualifications (Civil Service)

N/A

Specialty Factors (Civil Service)

N/A

Preferred Qualifications (Civil Service)

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Minimum Required Qualifications (SPS)

- Bachelor's degree;
- Collegiate football experience (player, manager, coach) preferably with a D1 institution for two or more seasons.

Additional Requirements (SPS)

- Demonstrated strong verbal, written and interpersonal skills;
- Demonstrated organizational skills;
- Demonstrated computer skills in Microsoft Word and Excel;
- Have thorough knowledge of NCAA, conference, and institutional rules and conduct program within those rules;
- As a staff member within the Department of Intercollegiate Athletics, you are responsible for knowledge of and compliance with National Collegiate Athletics Association (NCAA) regulations, both those general in nature and those which apply directly to your position's responsibilities. Strict adherence to all applicable governing policies, procedures, and regulations of the NCAA is required and is a condition of your employment.

Preferred Qualifications (SPS)

- Master's degree.

Contact Information

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

Contact



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