

Director of Intercollegiate Athletics  
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=238061>

Downloaded On: Jun. 30, 2024 9:07am

Posted Jun. 24, 2024, set to expire May 10, 2025

<b>Job Title</b>	Director of Intercollegiate Athletics
<b>Department</b>	Administration
<b>Institution</b>	Alcorn State University Lorman, Mississippi
<b>Date Posted</b>	Jun. 24, 2024
<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://jobopps.alcorn.edu/postings/7196">https://jobopps.alcorn.edu/postings/7196</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

The incumbent administers and promotes all intercollegiate athletic programs and events with excellence to ensure they are conducted in a manner consistent with the philosophy and mission of Alcorn State University, adhering to the highest institutional, IHL, SWAC, and NCAA Division I standards.

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**Knowledge Skills and Abilities**

- Knowledge of NCAA and SWAC rules and regulations and university policies and procedures
- Skilled and experienced major fundraiser, revenue generator, and donor developer
- Strong business management and financial management skills
- Excellent marketing and communication skills, verbal, written and interpersonal
- Dynamic strategic planning, master planning, and decision-making skills
- Ability to leverage the unique opportunities for growth and advancement of the university athletics enterprise
- Adept at strategically adjusting to the ever-changing landscape of intercollegiate athletics
- Good relationship building skills
- Knowledge of intercollegiate athletics compliance
- Ability to manage conflict appropriately and decisively
- Ability to bring internal and external stakeholders together toward a common goal

**PHYSICAL REQUIREMENTS:**

- Ability to sit at a workstation for extended periods
- Occasional ability to lift, carry and put away items weighing up to 25 pounds
- Normal physical mobility, which includes movement from place to place on the job, taking distance and speed into account
- Normal physical agility, which includes ability to maneuver body while in place
- Normal physical strength to handle routine office materials and tools
- Normal dexterity of hands and fingers
- Normal coordination, including eye-hand, hand-foot
- Normal endurance



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### Essential Job Functions

- Promotes an atmosphere of institutional control inclusive of monitoring activities and staff to ensure expectations for institutional control over coaches, athletics personnel and student athletes are met
- Demonstrates familiarity with, adherence to, and enforcement of NCAA, SWAC, IHL, institutional policies and regulations, while leading by example
- Emphasizes academic success as well as competitive athletics
- Monitors continuously all aspects of intercollegiate activities to ensure conformance with expectations of NCAA, SWAC, IHL, institutional, legal and ethical rules and report intercollegiate athletics matters; inclusive of (suspected) improprieties, violations, or infractions; and, to forthrightly report the same to the President/IEO and/or designee
- Oversees the development and implementation of the athletics budget
- Markets athletic programs to internal and external constituencies
- Develops and implements effective fundraising strategies and activities
- Works closely with the Office of Institutional Advancement and other entities to ensure community, corporate and philanthropic support of the Athletics programs
- Engages actively with community and civic groups that promote the University and its athletics program
- Ensures the highest level of sports programming for all sports
- Works closely with key university personnel and serves as Chief Administrative Officer for Athletics
- Develops, implements, monitors, assesses and evaluates the strategic plan to ensure institutional effectiveness
- Supervises and promotes the academic enhancement programs towards acceptable, initial and continuing eligibility of student-athletes and their continued academic performance
- Ensures continuous compliance with the NCAA Academic Performance Program (APP), Academic Performance Rates (APR) and Graduate Success Rates (GSR)
- Advocates for academic and athletic success of student-athletes
- Maintains a personal commitment to the highest standards of academic integrity and instills the same among coaches, staff and student athletes
- Communicates effectively and openly with coaches, university administrators and key stakeholders
- Oversees all home athletic contests, including the preparation of facilities, equipment, officials and all personnel involved with the athletic event
- Other related duties, as assigned.

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**Qualifications**

- Five (5) years with progressive leadership growth in NCAA Division I athletics administration
- Experience in Division I athletics marketing and fundraising preferred

**Contact Information**

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

**Contact**