

Director of Intercollegiate Athletics
Alcorn State University

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

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

Job Title	Director of Intercollegiate Athletics
Department	Administration
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Jun. 24, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Athletics
Job Website	https://jobopps.alcorn.edu/postings/7196
Apply By Email	
Job Description	

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