NEW MEXICO HIGHLANDS UNIVERSITY
Job Description

Position Title: Director of Athletics                      Salary Grade: 20

Department: Athletics

Job Type: Regular/Full Time

Reports To: President                                    FLSA: Exempt

SUMMARY: The Director of Athletics is responsible for planning, directing and evaluating the operational, financial and personnel activities of the athletic department within the context of institutional, RMAC, and NCAA policies and procedures. NMHU is committed to student success in the classroom as well as in competition and supports the NCAA DII Life in the Balance initiative. Athletic success at Highlands is a long tradition and the University expects to be competitive in those sports that it offers.

DUTIES & RESPONSIBILITIES:

- Provide administrative leadership and supervision for coaches, staff, and student-athletes participating in intercollegiate athletics to include
  - Recommendations for the appointment and removal of personnel
  - Orientation, training, staff development, and evaluation of personnel
  - Effective communication within the Athletics Department and with campus and external constituencies
  - Holding regular meetings with the coaches for informational, planning, and other purposes
  - Developing budget recommendations for and monitoring the approved operating budgets of the Department and each sport, to include approval of travel and purchases of equipment and supplies
  - Assuring compliance with all NCAA, institutional, state, and federal requirements for Title IX and the eligibility of athletes to participate in intercollegiate athletics from initial recruiting through graduation
  - Work closely with the NMHU Financial Aid Office to ensure that financial awards to student-athletes (scholarship, tuition waivers) are in compliance with NCAA regulations and federal financial aid rules
  - Establishing and administering departmental operating policies and procedures
  - Establish performance based goals for the program(s)
  - Addressing disciplinary and other issues involving student athletes and/or personnel by utilizing approved protocols and prescribed outlines for student/employee due process.

- Establish and oversee policies that promote safety, sportsmanship, academic success, and athletic success in all sports to include
  - Development of a system to monitor and assist with the academic progress of student-athletes that defines the role of coaches and other university student support services
  - Increased retention and graduation rates for student athletes
  - Work with university personnel to coordinate and oversee student success initiatives and awareness of campus resources for student-athletes to include, but not limited to, transition to university life; academic support (tutoring/mentoring, supplemental instruction, student support services); career services; workshops and trainings on expectations, student code of conduct, and other student engagement and student success initiatives.
  - Coordination between coaches and athletic trainers working with student athletes on health issues, treatment of injuries, and training guidelines
  - Appropriate supervision and training for student athletes on proper techniques in the use of weights and other training equipment
  - Maintaining equipment and gear in good operating condition
- Training regarding good sportsmanship and expectations of all personnel and student athletes
- Assuring proper event supervision and crowd control

- Develop and provide leadership for those activities tied to building external support for the Athletics Department
  - Coordinate all fund raising, grant writing, and public relations efforts for athletics with the Vice President for Advancement, the coaches, and any external support groups
  - Establish effective fund raising programs to close the funding gap between State and student support and the funding necessary for a strong and competitive intercollegiate athletics program
  - Provide leadership in the evaluation of facility needs and identification of possible funding sources for identified projects
  - Work with groups such as the H-Club to recognize and involve outstanding alumni in building Highlands’ tradition of athletic success
  - Oversee and participate in a sports information program that meets all RMAC and NCAA requirements and promotes all sports and individual athletic success as appropriate
  - Coordinate and approve any special athletic, team, and camp events
  - Represent Athletics with the RMAC, NCAA, and any other appropriate athletic association
  - Coordinate the scheduling of athletic contests and assigning of game officials with the RMAC Commissioner and others involved

- Represent Athletics within the University community
  - Serve as a member of the President’s Cabinet
  - Work with the Faculty Athletic Representative, Faculty Athletic Committee, and other faculty groups to coordinate academic and athletic scheduling and other expectations of student-athletes
  - Coordinate the scheduling of athletic facilities to provide adequate access for intramural programs and general recreational activities as well as the practice and performance needs of the intercollegiate sports
  - Work with the Office of Housing and Student Conduct to coordinate arrangements for on-campus student housing and ensure that such things as room waivers and residential assignments for student-athletes are in compliance with NCAA and university policies.

- Perform other related duties as assigned or needed to build a strong athletics program.

**MINIMUM JOB REQUIREMENTS:**
- Education: Master’s Degree in any field.
- Experience: Five (5) years coaching experience.
  - Preferred:
    - Administrative experience in intercollegiate athletics
    - Demonstrated success with fund raising
    - Collegiate coaching experience
    - Master’s degree in Sports Administration, Business, Educational Leadership, or Exercise and Sports Science.

**SPECIAL REQUIREMENTS:**
- Successful completion of NCAA yearly recruiting exam within first 2 months of employment is required and annual renewal thereafter is encouraged.
- Must possess and maintain a valid NM driver’s license. Selection of an out of state candidate will require possession of a valid New Mexico Driver’s license within sixty (60) days of employment.
- Must be willing to work evenings, weekends and odd hours as required.
**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and familiarity with acceptable intercollegiate athletic program standards and operations
- Knowledge and familiarity with regulations governing federal, state, and institutional financial aid
- Knowledge of the Family Educational Rights and Privacy Act (FERPA) and other regulations regarding disclosure of educational records and other personally-identifiable information to third parties, parents, media, etc.
- Knowledge of NCAA DII and RMAC rules and regulations
- Ability to become familiar with and implement University policies and procedures
- Demonstrated ability to develop and implement effective budgeting principles and practices
- Strong written and verbal communication skills
- Ability to promote programs and secure donations and sponsorships
- Ability to establish and meet deadlines
- Ability to supervise and evaluate the performance of staff and students
- Demonstrated ability to plan and implement steps necessary for a competitive athletic program
- Skill in counseling and advising pre-college and college student athletes
- Ability to research and analyze data and reports and incorporate the results into decisions and planning efforts

**PHYSICAL DEMANDS:**

- Work with frequent interruptions
- Repetitive hand motions
- Prolonged use of computer
- Maintain emotional control under stress
- Ability to see and hear within normal parameters
- Must occasionally lift and/or move up to 25 pounds
- Sitting for extended periods of time
- Limited exposure to physical risk
- Frequent travel for meetings, fund raising, and athletic contests

**WORK ENVIRONMENT:**

- This position involves work in a typical interior/office environment, outdoor activities, and travel.