



Savannah State University Position Description – Athletics Director

POSITION DESCRIPTION

Position Title: Athletics Director FLSA Status: Exempt
Reports to: President
Division: Athletics
Date Prepared: December 2010

BASIC FUNCTION

Directs and administers athletic programs and budgets; ensures compliance with all NCAA rules and regulations, policies of the Board of Regents and the University. Directs and manages with University Advancement, fundraising for the Athletics Program.

NATURE & SCOPE

Prepares the annual budget for the Department of Athletics. Approves the expenditures of all departmental funds; purchases equipment and supplies; schedules athletic contests in consultation with each coach; arrange for game officials; represent the University in meetings of SIAC and NCAA Athletic Directors; supervise athlete eligibility; arrange for medical examination and proper insurance coverage for all athletics; clear and approve all news releases pertaining to athletics; maintain a file of accurate statistical records of past and present teams and athletes; supervise the care and storage of athletic equipment and property; organize and implement the athletic banquet; in consultation with coaches, recommend standards for athletic awards; develop a list of duties and responsibilities for each individual or position connected to the Athletic Program. Perform related duties as may be required.

PRINCIPLE ACCOUNTABILITES

- Provides strong leadership to coaching staff; supervises athletic eligibility.
- Promotes and markets athletic activities; clears and approves all news releases pertaining to athletics.
- Manages and assists in fund raising efforts for the athletic program; prepares annual budget and approves expenditures.
- Respect for and appreciation of the Student/Athletic concept.
- Performs related duties as may be required.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

A bachelor's degree with preference given to candidates with a master's or advanced degree supplemented by a minimum of 3 years of administrative experience on the Division I NCAA level; evidence of experience in building, administering and managing budgets. Knowledge of NCAA rules and regulations, and Title IX gender equity is required. Strong management and good interpersonal and communication skills are also required.