



Position Title: Athletics Director
Reports To: President
Department: Athletics
Classification: Full-time, Salary Exempt, 12 months, Benefits Eligible

POSITION OVERVIEW

The Athletic Director provides oversight for all aspects of the varsity athletic programs sponsored by LOC including matters pertaining to personnel, academic and athletic success, budget, facilities, operations, fundraising, compliance, and student-athlete welfare and development. The Athletic Director guides the overall direction of the athletic department in concert with the values and mission of LOC. The Athletic Director reports directly to the President.

DUTIES AND RESPONSIBILITIES

- Monitor and approve all activities related to athletic recruiting, retention, graduation rates, scholarships, scheduling, competition, and travel
- Request and approve budgets for all athletic programs, including administration
- Approve purchases and requisitions submitted by athletic department personnel.
- Work with coaches to create scholarship offers for potential student athletes.
- Manage and oversee 10 athletic programs
 - Men and Women's Cross Country (2)
 - Men and Women's Basketball (2)
 - W Volleyball (1)
 - Men and Women's Tennis (2)
 - Women's Softball (1)
 - Men's Baseball (1)
 - Men's Golf (1)
- Manage SIAC policies and procedures to ensure that the College is in compliance
- Monitor social medial platforms and locathletics.com
- Ensure athletics department is in compliance with Title IX
- Other duties as assigned by President

MINIMUM QUALIFICATIONS

- Bachelor's degree required
- Extensive experience in and understanding of Division 2 intercollegiate athletics
- Senior management experience with university athletic programs, including experience with budgets, facilities, operations, personnel, academics, compliance, and student-athlete development
- Experience with successful fundraising and alumni relations

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to build a first-rate working culture throughout all levels of the department
- Demonstrated commitment to the holistic student-athlete experience, including not just athletic success, but also robust opportunities athletically, socially, and in transitions to post-college success
- Demonstrated effectiveness in high-stakes decision-making around scheduling, post-season play, media, corporate sponsorship, and risk management in campus, conference, and national settings.
- Strong verbal, communication, and problem-solving skills
- Ability to set and pursue strategic goals in a high-pressure, ever-changing environment
- Strong personal integrity
- Understanding of LOC – including its history, mission, values, culture, and importance to the people of the state

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter and Resume/ unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please