

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position – Director of Athletics

Preparation Date: October 2021

Function of Position:

Responsible to the Vice President for Student Recruitment, the Director of Athletics is the chief administrator for the College's intercollegiate athletics program. This includes leading the Athletic Department operation in departmental planning, budget preparation, ensuring compliance within NCAA and ARC, and for supervising a staff of athletic coaches, and professional support staff. The Director of Athletics works to create an environment which promotes a high-quality student-athlete experience and competitive success.

Principal Duties and Responsibilities:

- 1) Oversee and supervise the athletic department staff and services. Participates in developing departmental goals and objectives. Develops an effective coaching staff by recruiting and hiring qualified individuals, encouraging on-going professional development through coaching and recruiting activities, and providing annual performance appraisals and assessments. (25%)
- 2) Facilitates in the planning, development, and managing of the annual departmental budget. (20%)
- 3) Responsible for the scheduling and management of athletic facilities and athletic competitions ensuring the master schedule supports the established goals for the athletics program. (25%)
- 4) Ensures compliance within the American Rivers Conference and NCAA structure and represent Wartburg by serving as spokesperson for the athletic department. (10%)
- 5) Collaborate with the Wartburg College Development Office on enhancing the athletic fundraising initiatives to support the goals and activities of the department. (10%)
- 6) Ensure diversity, equity, and inclusion throughout the athletic department through collaborative leadership. (5%)
- 7) Serve on various committees. (5%)
- 8) Perform other related duties as assigned in support of the College's mission.

Supervision:

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers with supervisor regarding unusual matters.

Minimum Qualifications:

Master's degree required. At least five years supervisory/leadership experience and demonstrative knowledge of NCAA rules and regulations. Strong written and oral communication skills, management, budgeting, and organizational skills required.

Application Procedure:

Send a letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, resume, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins November 5, 2021 and continues until position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.

Wartburg College is a member of the NCAA Division III and
Iowa Intercollegiate Athletic Conference.