Classification Specification for Unclassified Service

Title: Associate Director Athletics

Pay Scale Group: 20-01

Essential Function

Under general supervision from a designated administrator, direct the administrative and fiscal operations for a designated reporting area in the Athletic Department.

Characteristic Duties

Direct all aspects of operation as it related to a specific area (i.e., academics, marketing/fundraising, external affairs, sports programs/sports medicine, ticket operations, etc.);

Maintain and monitor budget, recommend, review and approve departmental expenditures;

Develop and implement policies and procedures to ensure departmental and University compliance;

Develop marketing materials and strategies to promote the Athletics Department;

May assist in the development and training of staff;

May appropriate operational recommendations;

Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.);

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree with seven (7) years experience; -OR- Associate’s degree with nine (9) years experience; -OR- eleven (11) years experience. Degree must be in a related field. Experience must be in management. Experience may also require at least three (3) years supervision.