**Title:** Assistant Director, Athletics  
**Pay Scale Group:** 18

### Essential Function

Under general supervision from a designated administrator, assist with the administration and operational activities for athletic programs.

### Characteristic Duties

- Assist with the administrative and operational activities for athletic programs, including marketing and promotion.
- Initiate and assist with the generation of funding resources.
- Provide supervision to support staff.
- Assist with the planning and coordination of special events, programs, projects and clinics.
- Research, develop, maintain, and modify departmental operating policies and procedures.
- Ensure program compliance with federal, state, and local regulations.
- Assess and evaluate program content and make modifications consistent with department goals.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

### Minimum Qualifications

- Bachelor’s degree with five (5) years experience; -OR- Associate's degree with seven (7) years experience; -OR- nine (9) years experience. Degree and experience must be in a related field and area. Experience may also require at least three (3) years supervision.

*Last updated: March 2007*