

HILBERTCOLLEGE

OPEN POSITION ANNOUNCEMENT

September 14, 2021

JOB TITLE: Director of Intercollegiate Athletics

REPORTS TO: Vice President for Student Life and Dean of Students

DEPARTMENT: Athletics

Job Summary: The Director of Intercollegiate Athletics is responsible for the overall management of the College's athletic program. The Director provides vision and leadership to develop and guide the athletic program in a manner commensurate with the mission, values, and strategic plan of the College and the goals and objectives of the Athletic Department's planning document. The Director places the highest priority on the overall educational experience of the student-athlete in the conduct of intercollegiate athletics and is committed to an environment that encourages and supports diversity, fairness, and equity. Duties to include but not limited to: Ensure the athletic program produces quality, competitive athletic teams and supports student-athletes through the management of personnel, budgetary, facility, and equipment resources. Work in conjunction with the Enrollment Management Department to enhance the recruitment effort. Collaborate with Student Engagement Team and coaches to establish, monitor and enhance the retention and academic success of student-athletes. Develop a competent and effective coaching staff by recruiting and hiring qualified head coaches, providing guidance on college policies and coaching philosophy, and being accessible to coaches as needed. Ensure compliance with NCAA, appropriate athletic conference, and College rules and regulations. Serve as the institutional compliance officer. Work in conjunction with Institutional Advancement to coordinate all department fundraising. Prepare and manage the annual budget for the athletics program which includes equipment, facility, training, and related resources needs and exercises final authority over department expenditures.

Anticipated Start Date: January 18, 2022

Qualifications/Requirements: Master's degree in a related field and five years of athletic administrative experience in intercollegiate athletics; or a bachelor's degree in a related field and 10 years of athletic administrative experience in intercollegiate athletics. Proven experience and success in budgeting and budget administration. Preferred experience directly related to NCAA Division III and launching new athletic programs. Demonstrated ability to build and lead an effective team. Strong organizational, communication and interpersonal skills. Demonstrated knowledge of NCAA rules and regulations. Good management and decision making skills. Ability to develop positive relationships and establish rapport. Working knowledge of Microsoft Office software programs including Word, Excel and Access. Maintain regular office hours for the purpose of meeting the needs of students, potential students, and families.

Interested candidates should submit a cover letter, resume and contact information for three professional references to: Gregory Roberts, Vice President for Student Life and Dean of Students, jobs@hilbert.edu. Please submit by November 19, 2021 for full consideration.

Hilbert College is an Equal Opportunity Employer and is committed to fostering a diverse community of faculty, staff and students. The College does not discriminate against individuals on the basis of any protected characteristic covered under federal or state law. For more details, see the College's policy at <https://www.hilbert.edu/about/notice-of-non-discrimination>

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