



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 07/18  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Director, Athletics

### **JOB SUMMARY**

This position manages, supervises, and directs all facets of the Texas Woman's University intercollegiate athletics programs as a member of the Division of Student Life as well as the NCAA and the Lone Star Conference while maintaining a strong tradition of academic excellence among student-athletes. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Vice President, Student Life

*Supervises:* Overall supervision and management of all Athletics staff including Assistant Directors of Athletics, Head Coaches, and the Administrative Assistant

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Supervises the Intercollegiate Athletics program that will provide student-athletes with quality support to achieve academic and athletic success.
- Develops procedures, priorities, and long-range goals for Intercollegiate Athletics that are consistent with the University mission and in compliance with University policies and the Philosophy and Objectives of TWU Intercollegiate Athletics.
- Oversees and maintains a comprehensive NCAA compliance program.
- Establishes procedures to assure compliance with Lone Star Conference rules and regulations.
- Establishes Intercollegiate Athletics financial needs and supervises the business affairs program with the development and management of the operating budget.
- Supervises operations and event management.
- Works with University administration with planning, construction, maintenance and operation of Intercollegiate Athletics facilities.

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- Hires, supervises and has final responsibility and authority over the coaches of the University's intercollegiate sports.
- Supervises the sports information program that will promote and provide information regarding the accomplishments of student-athletes and staff, and that will maintain a positive social media presence.
- Acts as a liaison with administrators, students, faculty, the TWU Athletics Council and other campus components to enhance school spirit and campus engagement.
- Oversees and maintains an athletic training program that provides for the sports medicine needs of the student-athletes.
- Supervises the revenue-generating activities of Intercollegiate Athletics.
- With the Office of University Advancement, oversees the corporate sponsorships program and annual fundraising efforts to increase giving to Athletics.
- Supervises the marketing, promotional and operations game-day activities of Intercollegiate Athletics.
- Supervises the Intercollegiate Athletics summer camp program.
- Acts as a representative of TWU in affairs dealing with intercollegiate athletics organizations.
- Builds associations with various individuals, organizations and businesses that desire to support Intercollegiate Athletics with contributions, gifts, advertising and various other means.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

- Attends seminars, conferences and other professional development opportunities.
- Serves on appropriate University and organizational committees.
- Develops, updates and implements Intercollegiate Athletics' strategic plan as part of the Division of Student Life's strategic plan.
- Performs other duties as requested.

### **EDUCATION**

Bachelor's degree required. Advanced degree preferred. Additional job-related education may substitute for required experience on a year-for-year basis.

### **EXPERIENCE**

Minimum five years of significant, successful administrative experience in athletics at the collegiate level, including planning and fiscal management, compliance with NCAA and conference regulations, supervision, communication skills and community relations.

## **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

## **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long and short-term goals of the department and institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to hire and manage talented coaches and other staff members.
- Ability to adhere to all policies, rules and regulations of the University, the Lone Star Conference and the NCAA.
- Ability to handle multiple tasks in a fast-paced environment as needed.
- Ability to attend seminars, meetings and other professional development opportunities at or away from TWU.
- Knowledge of management methods and ability to provide administrative guidance within area of responsibility and provide direct training and supervision as needed.
- Ability to represent the department and University in a friendly, courteous and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

## **PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. Ability to occasionally lift, carry, and/or drag approximately 50 pounds.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***