



MERCYHURST
UNIVERSITY

501 East 38th Street
Erie, PA 16546

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mercyhurst.edu

Director of Athletics (AD)

Location: Erie

Department: Athletics and Recreation

Reports To: Vice President for Student Life

Full/Part Time: Full Time/ 12 Month

Classification: Administrative

Closes: *Open Until Filled*

DESCRIPTION:

The Director of Athletics (AD) coordinates and manages all athletic functions for the university. The AD provides visionary leadership, strategic planning, and policy development for the Athletics and Recreation Department. The AD creates and maintains a competitive intercollegiate athletic program within an academically rigorous environment that emphasizes academic success, recruitment, retention, and graduation. The AD ensures that the athletic program remains committed to the university's mission and strategic priorities and creates a positive culture that promotes sportsmanship, ethical conduct, inclusion and a culture of compliance.

The AD manages all employees, coaches, and volunteers within the Department; supervises utilization of all athletic facilities; raises funds for the athletic program in coordination with the advancement office; maximizes visibility for the athletic program through effective public relations and media relations efforts; maintains strong working relationships with other departments on campus and with the external community; and directs planning processes to respond to current and future program needs and ambitions. The AD represents Mercyhurst University and the Department in a positive manner with a high degree of integrity and quality.

PRIMARY DUTIES include but are not limited to:

- Oversee the operation and development of the varsity, club, and intramural programs and all athletic facilities.
- Assist in formulating policies and procedures governing athletic programs.

- Ensure certification for varsity teams, coaches, and athletes that comply with governing body regulations.
- Oversee departmental administrative duties, including (but not limited to): Facility oversight and scheduling; team transportation; budget preparation and monitoring; conference alignments; insurance coverage; athletic training procedures; and compliance.
- Review and recommend candidates for coaching and support staff positions (athletic training, athletic communications, etc.), and oversee training for coaches and other employees.
- Supervise department employees, in accordance with university policies and applicable laws.
- Ensure compliance with applicable national association and conference rules.
- Appraise performance, provide feedback, and give guidance for all athletic personnel.
- Plan, assign, and direct departmental duties and responsibilities.
- Implement appropriate strategies and programs to maximize revenue through fundraising, corporate partnerships, facility rentals, and ticket revenues.
- Perform other related duties incidental to the work described herein and as may be assigned.

QUALIFICATIONS

- Knowledge of principles of athletic administration; budgeting and personnel management; NCAA rules and regulations; Title IX compliance, gender equity, and diversity.
- Strong leadership, management, and team-building skills.
- Demonstrated commitment to execute strategic goals and mission with a university-first perspective and a customer-focused strategy.
- Ability to establish a clear and understandable vision for the Athletics and Recreation Department and build the operational components to execute the vision.
- Experience directing, inspiring and motivating others, and measuring the performance and progress of people, teams and organizations.
- Ability to identify current and future challenges and propose and implement effective solutions.
- Successful negotiation and persuasion skills.
- Excellent oral and written communication skills with an ability to effectively communicate to a variety of audiences both external and internal to Mercyhurst University.
- Strong external-relations skills and the ability to build partnerships within the community and generate revenue.
- Commitment to promote student-athletes' personal development, high academic achievement, and full participation in all aspects of university life.

- Commitment to assure gender equity, affirmative action, and Title IX compliance; work to provide equal opportunities for all students to participate in intercollegiate athletics in accordance with university rules and state and federal laws.
- Proven ability and/or high interest in and aptitude for fundraising and donor development.

REQUIRED EDUCATION AND EXPERIENCE

Bachelor's degree in Sports Administration, Public Administration, Business, or related field. Master's degree preferred. Six years of progressively responsible related work experience that includes a minimum of three years leading and/or supervising the work of others; or an equivalent combination of education and experience. Strong commitment to the student-athlete concept and welfare. Strong external-relations skills and a proven track record of revenue generation.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.