

Edison State Community College invites qualified candidates to apply for the full time position of **Director of Athletics**. The Director of Athletics will manage all inter-collegiate athletic activities, all athletic budgets, all athletic fundraising and will be the representative to the NJCAA and Region XII for Edison State Community College.

To be considered, candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

Edison State Community College is an EOE/AA Employer.

Examples of Duties

- Provide ongoing administration, promotion, and review of the athletic program.
- Research and report on the potential of new athletic programs that may benefit the student experience.
- Work collaboratively with the coaches to create the schedule for recruitment of student athletes and supervise the process to ensure compliance with NJCAA rules.
- Recommend, select, and procure equipment and personnel for the ESCC athletic programs.
- Recommend the use of athletic facilities, their upkeep and security.
- Arrange and contract for events with other institutions; reserve transportation and lodging when needed.
- Determine, report, and track athletic eligibility in compliance with NJCAA requirements.
- Maintain season records for intercollegiate athletes and their accomplishments.
- Represent Edison State at state and regional conferences.
- Host all home athletic events.
- Utilize social media to report game scores, athlete awards, and other accomplishments and promote ESCC athletic programs.
- Manage comprehensive budgets for athletics.
- Serve on college-wide committees.
- Supervise on and off campus activities, including frequent evening and weekend events.
- Serve as designee to administer the Student Code of Conduct as requested by the Dean of Student Engagement.
- Other duties as assigned by the Dean of Student Engagement.

Required Knowledge, Skills, and Personal Qualifications:

Knowledge of NJCAA athletic regulations, including the athletic eligibility process. The ability to foster relationships, as well as lead and motivate individuals is imperative. The successful candidate will be organized, flexible, a self-starter, and possess the ability to work as a team member within a values-based environment. Demonstrated project management and communication skills –

written and verbal. Customer service skills, ability to think strategically, plan creatively, and problem solve.

Required Experience:

Five or more years directing, coaching, or teaching athletics, preferably at a college or university are required.

Preferred Experience:

Knowledge of Ellucian Colleague or other student database system; knowledge of Hudl system for streaming and statistics.

Required Educational Background:

Bachelor's degree from an accredited institution required.

Master's degree from an accredited institution preferred.

Supervises following staff:

Supervises coaches and assistants.

May supervise student workers or part-time game workers on a per-event basis.

Other:

Significant evening and weekend work required.