MAJOR PURPOSE:
The Athletic Director provides managerial leadership, budget development and strategic direction for all competitive intercollegiate sport programs and club programs. The Athletic Director is responsible for maintaining an athletic department that stresses a Christ-centered, student-athlete experience. The Athletic Director is required to abide by the rules and regulations, biblical and compliance standards established by William Jessup University’s written mission and vision statement, the NAIA and the Cal-Pac Conference.

ESSENTIAL FUNCTIONS:
1. Provide Christ-like leadership for the athletic department, its athletes and coaches.
2. Coordinate the development of long-term strategies for growth, resource development and facility planning.
3. Plan and direct fund-raising programs, sponsorships and department marketing.
4. Maintain a collaborative athletic budget, with oversight of team budgets and expenditures.
5. Maintain a close relationship with Academic Records, Admissions and Financial Aid, to ensure compliance, and continued academic progress for all student-athletes.
6. Recruit, hire and supervise all athletic coaches; full, part time and volunteers.
7. Oversee the development of spiritual (biblical) programs for student-athletes, coaches and staff.
8. Maintain official department files and records; prepare dashboard reports related to compliance, academics, fund-raising, player eligibility, transfer and related documentation.
9. Manage athletic facilities and equipment
10. Represent WJU at league, conference and national association meetings
11. Provide summer missions and/or ministry opportunities for WJU student-athletes

SECONDARY RESPONSIBILITIES:
1. Assist the Student Life Department involving all student-athlete discipline, requirements and campus life standards.
2. Coordinate the creation of a William Jessup University Athletic Booster Club.
3. Coordinate the creation of a William Jessup University Athletic Hall of Fame.
4. Coordinate seminars, conferences and community events related to the WJU Booster Club and the WJU Hall of Fame.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
- Bachelor’s degree required, Master’s degree preferred (Educational Administration, Student Development, or Athletic Administration)

REQUIRED KNOWLEDGE:
- An understanding of athletic administration and the Title IX requirements related to collegiate athletic programs
SKILLS/ABILITIES:
- A strong and visible Christian faith
- At least 5 years of collegiate coaching experience, athletic administrative experience preferred

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

____________________________________  _____________________________
Employee Signature     Date