



MPP POSITION DESCRIPTION

Department: Athletics

Working Title: Director of Athletics

Time Base: Full time

Class Code: 3306

Position Number: 00002477

MPP Job Code: Q101

Position Reports To: Vice President, Student Affairs

Classification: Administrator III

Range Code: 1

Exempt or Non-Exempt: Exempt

Last Update: 4/5/2024

PURPOSE OF POSITION:

The Director of Athletics provides leadership, direction, and operational management for the Department of Athletics and all aspects of the University's 14-sport intercollegiate athletic program (Men's sports = six; Women's sports = eight). The Director employs, supervises, and evaluates departmental personnel and provides opportunities for staff training and professional development. Direct and lead the intercollegiate athletics program to promote student-athlete academic success, personal development, and competitive excellence.

MAJOR RESPONSIBILITIES:

| | <u>% of Time</u> |
|---------------------------------------|------------------|
| 1. Leadership / Management | 25% |
| 2. Strategic Planning | 15% |
| 3. University / Community Partnership | 20% |
| 4. Functional Oversight Management | 40% |

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

1. LEADERSHIP / MANAGEMENT:

Acts as a change champion. Builds competence in others through effective coaching, performance management, and mentoring. Provides clear direction. Leads courageously by addressing difficult issues. Supports and moves new initiatives forward. Facilitates an environment that motivates, empowers, and inspires commitment from employees. Demonstrates commitment to creating and sustaining a diverse and inclusive workforce. Creates and implements methods for improving individual and team performance. Builds effective teams committed to organizational goals. Fosters collaboration and is accessible and visible to department team members and student-athletes. Creates an environment in which employees are recognized for their accomplishments and contributions to the success of the team. Cultivates talent and supports and encourages professional and career development for employees. Understands the university's mission and vision and how the department/division work activities and goals support the mission. Identifies current and future challenges and proposes effective solutions. Determines, effectively allocates, and coordinates resources. Leads the department in the commitment to adherence to NCAA Division II and CCAA regulations as well as federal and state equity statutes.

2. STRATEGIC PLANNING:

As a strategic partner, recommends, creates, and implements long and short-term strategic plan goals and operational plans for the Department of Athletics. Ensures Department of Athletics goals align with and support the overall mission of the university. Motivates and encourages commitment to the achievement of strategic plans. Effectively communicates the strategic initiatives. Accomplishes strategic goals for the Department of Athletics.

3. UNIVERSITY & COMMUNITY PARTNERSHIP:

As a member of the campus community, ensures a community-focused strategy to support the university's mission. Recognizes the importance of collective strength, knowledge, and information. Collaborates with campus and community constituents to build strategic alliances and maintain strong working relationships that support the university's mission. Demonstrates commitment to diversity. Actively solicits and acts upon feedback. Identifies and anticipates community needs. Develops and implements solutions. Successfully negotiates through persuasion. Gains support and commitment from others. Builds effective strategic alliances internally and externally that advance the department and university goals.

4. FUNCTIONAL OVERSIGHT MANAGEMENT:

Responsible for leading all aspects of the University's 14-sport intercollegiate athletic program. The Director employs, supervises and evaluates departmental personnel and provides opportunities for staff training and professional development.

The Director is responsible for leading athletics long-term planning and program development; partnering with the campus leadership team to ensure Athletics alignment with the mission and priorities of the University; managing allocation of athletics scholarships; efficient management of fiscal resources; program promotion to increase attendance and department recognition; operation and maintenance of athletic facilities; active compliance with Title IX, NCAA, conference and university regulations; development and monitoring of game and practice schedules; assisting with student-athlete recruiting; partnering with Student Affairs to maintain and develop student support services; and, in close collaboration with University Advancement, development of effective relationships with on-campus and off-campus constituencies to generate significant revenue in support of operations and athletics scholarships.

As the lead representative in athletics, the Director is responsible for working collaboratively with University Advancement to develop and implement plans for annual fundraising activities on behalf of the entire athletic program while monitoring and enhancing the fundraising activities of individual coaches. The director will serve as the lead athletics representative and will participate in capital fundraising efforts. The Director also assists in building and cultivating donor relationships for strategic long-term goals that contribute to overarching fundraising goals, including donor-driven events and programs and enhanced alumni relations. In addition, the Director leads the Department in promotion, marketing, and revenue generation to support department operations, student-athlete scholarships, innovative programs, and facility development.

SUPERVISION OF OTHERS:

Oversight and athletics staff members and coaches.

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

Daily/weekly interaction with campus leadership/managers, faculty, staff, CSU campus community partners, department staff, coaches, student-athletes, and Chancellor's Office to solicit information, provide information, provide direction, persuade, provide guidance, and resolve problems.

REQUIREMENTS OF POSITION:

1. List the education and experience required
 - Bachelor's degree with a preference for sports administration, business management, or a related field.
 - Six years of progressive work experience in intercollegiate athletics administration, including a minimum of three years leading and/or supervising the work of others, or an equivalent combination of education and experience.
 - Preferences
 - i. Master's degree in sports administration, business management, higher education or related field; or other post-graduate degree.
 - ii. Knowledge of NCAA, ideally Division II.
 - iii. Direct experience working with or in a diverse environment
2. List knowledge, skills, and abilities required for this position.

Leadership / Vision:

- Shared commitment to CSUSM's mission and goals as a student-centered university dedicated to teaching excellence and active learning with a university-first perspective and a customer-focused strategy.
- Ability to establish a clear and understandable vision for the Department of Athletics, engage the university community in the implementation of the vision, and build the operational components to execute the vision.
- Ability to lead and enable groups of people to face challenges and achieve results in complex conditions.
- Demonstrated commitment to inclusiveness and access in all areas of the university.
- Exhibits an others-focused or servant leadership style.

Management / Conflict Resolution / Problem Resolution / Initiative / Continuous Improvement:

- Successful experience managing a complex organization.
- Experience building and managing an effective industry-leading team dedicated to organizational goals and high performance.
- Experience in building positive relationships at all levels of an organization.
- Experience directing, supervising, motivating, and inspiring others; measuring the performance of people, teams, and organizations; and assessing performance, progress, and providing strategies for growth.
- Familiarity with collective bargaining and administering corrective action as appropriate in a collective bargaining environment.
- Ability to develop and support on-going learning and professional development for staff, managers, and emerging leaders.

- Ability to lead courageously by addressing difficult issues.
- Ability to initiate and support innovation with creativity, openness to change, flexibility, responsiveness, and future focus.
- Ability to apply quality management techniques of continuous improvement and employee involvement to assess and improve services, promote campus culture, and build teams.
- Ability to identify current and future challenges and propose and implement effective solutions.
- Experience making effective decisions with sound analytical ability, good judgment, and strong operational focus.

Communication:

- Excellent oral and written communication skills.
- Ability to communicate effectively to a variety of audiences.
- Successful negotiation and persuasion skills.

Strategic Planning / Goal Setting:

- Experience in strategically supporting growth and/or change.
- Experience creating and implementing long- and short-term goals and evaluating success.
- Experience in determining and directing resource allocations.
- Ability to collaborate with multiple entities to plan and accomplish the objectives set forth in the university's strategic master plan, coordinating ongoing multiple large and complex projects from conception to completion in a centralized and highly regulated environment.
- Ability to find solutions that result in prudent decisions, to promote mutual satisfaction and positive action, and to develop imaginative approaches to achieve individual, unit and institutional strategic initiatives.
- Ability to apply forward-thinking and creative thought with high ethical standards to develop strategic vision.
- Experience in providing oversight to recruiting, retention, development and execution of goals and strategies that promote accessibility for all.

Teamwork / Collaboration:

- The ability to work effectively and build strong alliances internally and externally with a broad range of individuals to bring the University community together around shared goals.

Functional Area Expertise:

- Demonstrated leadership in athletics program administration.
- Proven ability to work effectively and collaboratively with multiple campus offices and stakeholders.
- Exhibits shared vision and commitment with university leadership.
- Demonstrated ability to create, implement, and maintain an effective revenue-generation, fundraising, and external relations program.
- Demonstrated commitment to the academic success of student-athletes.
- Demonstrated ability to work effectively in a diverse learning and work environment.
- Exhibits commitment to Title IX and diversity.
- Possesses an understanding of and commitment to abide by the spirit and intent of NCAA regulations.
- Proven excellent public relations and communications skills.
- Extensive experience in successfully managing a complex and dynamic budget.
- Demonstrated experience in managing a broad range of human resource responsibilities and issues, including personnel administration.

3. List machines, tools, equipment, and motor vehicles used in the performance of the duties
 - Standard office and communication equipment.
4. List unique working conditions
 - Occasional overnight travel.
 - Ability to drive to and from events.
 - Regular night and weekend work.
5. Other Employment Requirements

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Executive Order 1083](#) as a condition of employment. : General Reporter

This position is a “designated position” in the California State University’s Conflict of Interest Code. The incumbent in this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission. This position is required to file the Form 700 under disclosure category: 2

This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and CSU systemwide policy, this position is subject to ongoing review for designation as a Campus Security Authority. Individuals that are designated as Campus Security Authorities are required to immediately report Clery incidents to the institution and complete Clery Act training as determined by the university Clery Director.

Must participate in required campus trainings including, but not limited to, CSU’s Sexual Misconduct Prevention training; Information Security Awareness Training; Injury and Illness Prevention Program Training, and CSU’s Discrimination Harassment Prevention Program for Supervisors.

PHYSICAL EFFORT, MENTAL EFFORT AND ENVIRONMENTAL FACTORS

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

PHYSICAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

| | N/A | 1-2 | 3-4 | 5-6 | 7+ |
|------------------------|-----|-----|-----|-----|----|
| 1. Sitting | | | | X | |
| 2. Standing | | X | | | |
| 3. Walking | | X | | | |
| 4. Bending Over | X | | | | |
| 5. Crawling | X | | | | |
| 6. Climbing | X | | | | |
| 7. Reaching overhead | X | | | | |
| 8. Crouching | X | | | | |
| 9. Kneeling | X | | | | |
| 10. Balancing | X | | | | |
| 11. Pushing or pulling | X | | | | |

16. Driving cars, trucks, forklifts and other equipment
17. Being around scientific equipment and machinery
18. Walking on uneven ground

Number of hours/day
N/A 1-2 3-4 5-6 7+

| | N/A | 1-2 | 3-4 | 5-6 | 7+ |
|----------------------------------|-----|-----|-----|-----|----|
| 12. Lifting or carrying | | | | | |
| A. 10 lbs or less | X | | | | |
| B. 11 to 25 lbs | X | | | | |
| C. 26 to 50 lbs | X | | | | |
| D. 51 to 75 lbs | X | | | | |
| E. 76 to 100 lbs | X | | | | |
| F. Over 100 lbs | X | | | | |
| 13. Repetitive use of hands/arms | | | X | | |
| 14. Repetitive use of legs | X | | | | |
| 15. Eye/hand coordination | | | | X | |

Yes No

| | |
|---|---|
| X | |
| | X |
| X | |

MENTAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

| | N/A | 1-2 | 3-4 | 5-6 | 7+ |
|------------------------------------|-----|-----|-----|-----|----|
| 1. Directing others | | X | | | |
| 2. Writing | | X | | | |
| 3. Using math/calculations | | X | | | |
| 4. Talking | | | X | | |
| 5. Working at various tempos | | | X | | |
| 6. Concentrating amid distractions | | | X | | |
| 7. Remembering names | | | X | | |
| 8. Remembering details | | | X | | |
| 9. Making decisions | | | X | | |
| 10. Working rapidly | | | X | | |
| 11. Examining/observing details | | | X | | |
| 12. Discriminating colors | X | | | | |

ENVIRONMENTAL FACTORS

Number of hours/day
N/A 1-2 3-4 5-6 7+

| | N/A | 1-2 | 3-4 | 5-6 | 7+ |
|---------------------------|-----|-----|-----|-----|----|
| 1. Inside | | | | X | |
| 2. Outside | X | | | | |
| 3. Humid | X | | | | |
| 4. Hazards | X | | | | |
| 5. High places | X | | | | |
| 6. Hot | X | | | | |
| 7. Cold | X | | | | |
| 8. Dry | X | | | | |
| 9. Wet | X | | | | |
| 10. Change of temp | X | | | | |
| 11. Dirty | X | | | | |
| 12. Dusty | X | | | | |
| 13. Odors | X | | | | |
| 14. Noisy | X | | | | |
| 15. Working w/others | | | X | | |
| 16. Working around others | | | | X | |
| 17. Working alone | | | X | | |

SIGNATURES

The last sheet for any staff job description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

Employee:

Signature: _____

Date: _____

Appropriate Administrator:

Signature: _____

Date: _____