

## Sam Houston State University Human Resources

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### Staff Classification Description – Director, Athletics

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**Skill Category:** Administrative  
**Position (Employee) Class:** 1M170 (E1)  
**Grade:** NC  
**Date:** 12/2011

**Department:** Athletics

**Educational & Experience Requirement:** Advanced degree required. Minimum of seven (7) years administrative experience in intercollegiate athletics. Experience must reflect evidence of compliance with NCAA rules and regulations. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Responsible for all total activities, operations, and policies of the Athletics Department. Represents the Athletics Department on conference, state, and national level.

**Supervision Given & Received:** Supervises Assistant Athletic Director, Head Coaches of all men's and women's sports, and other staff members of the Athletics Department. Reports to the President of the University.

**Primary Responsibilities:** Responsible for the overall management and direction of Athletics for the university. Plans, organizes, directs, and implements the overall operations of the Athletics Department. Provides leadership for Athletics, including supervision of administrative staff and head coaches, budget planning and execution, and strict compliance with NCAA regulations and standards. Represents the athletic program to the university community, the general public, the NCAA, and is involved with public relations and fund-raising on behalf of Athletics. Develops and maintains excellent relations between intercollegiate athletics, alumni, faculty, staff, and students. Acts as the university's principal representative in the field of intercollegiate athletics and spokesperson on matters of policy, news releases, hiring, terminations, etc., as related to the Athletic Department. Performs other related duties as assigned.

**Other Specifications:** Operates within the university's affirmative action program. Must be knowledgeable of all NCAA and conference rules. Must adhere to NCAA and conference bylaws. Must be supportive of institutional compliance and academic programs. Must report all NCAA and conference violations to proper personnel. This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.