

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2022**

DIRECTOR OF ATHLETICS

FLSA STATUS: EXEMPT – PAY GRADE: 21-A

JOB FAMILY: STUDENT SERVICES – JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Director of Athletics leads Florida State College at Jacksonville in coordinating intercollegiate athletics programs. In collaboration with related student services staff, individuals in this position assist in the management of the athletics budgets and ensure compliance with all required athletics association rules and regulations while serving as a leader and mentor to both student athletes and assigned athletics staff. This individual also leads and directs intramural sports programming and manages the campus fitness centers. The Director of Athletics will coach athletic teams as assigned.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Represents FSCJ Athletics campus-wide, regionally and nationally. Serves in leadership roles conference wide, state wide, and through specific sports to enhance the experience of all student athletes represented. Conducts monthly or bi-monthly staff meetings, state meetings, conference meetings, and department staff meetings.

Develops, monitors, and evaluates systems that monitor student athlete eligibility and financial aid as prescribed by the NJCAA/FCSAA and other governing agencies.

Works directly with students and student athletes to enhance the overall experience of the department and foster leadership. Works directly with coaches to enhance program outcomes. Attends all home games and travels periodically with teams.

Ensures compliance with all policies, rules, regulations, and compliance criteria of the College, state, federal, the National Junior College Athletic Association (NJCAA), FCSAA (Region VIII), and the Southern Association of Colleges and Schools. Coordinates with related athletics and student engagement staff to ensure facility, scheduling, and other requirements are met

Leads and collaborates with student services leadership and other campus departments on the development and management of new and existing student focused programming and processes related to athletics, intramural, club, wellness, and outdoor education programs; assists with efforts to implement policies and practices that effectively enhance the student experience, student achievement, and retention. Oversees a comprehensive wellness program that impacts all students and encourages engagement between students and faculty, including an intentional leveraging of the fitness centers.

Provides administration and oversight of the department's operating and revenue budgets to ensure the effectiveness, efficiency, and fiscal responsibility of the College's financial resources.

Cultivates and engages in major fundraising efforts and alumni engagement endeavors to assist with and invest in the sustained growth and future of departmental programs.

Develops and implements a comprehensive advancement plan for the Athletic Department inclusive of communications, reporting, strategic initiatives, and long-term sustainability of a growing department.

Acts as a voice and advocate for students and staff regarding matters related to athletics at the college; promotes and leads professional development advancement for assigned areas; creates a culture of teamwork, inclusive excellence and success within the department; establishes collaborative relationships with campus and administrative departments and community stakeholders to advance and promote athletics programs; directly supervises and evaluates assigned staff; leads staff development; provides mentorship and leadership to student athletes and staff; analyzes and reports on statistical data related to athletics programming and proposes and implements appropriate action plans in response.

During peak enrollment periods, directly works with students on campus; and performs related duties as assigned.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision may be exercised over assigned staff and/or student assistants.

MINIMUM QUALIFICATIONS

Master's degree from an accredited college or university supplemented by five (5) years of related experience. NCAA and NJCAA compliance certification.

PREFERRED QUALIFICATIONS

Master's degree in athletic administration/sport management/HPER/sport psychology from an accredited college or university supplemented by five (5) years of related experience in higher education athletics leadership. Teaching Certificate in Physical Education, Health & Recreation. Experience coaching athletes.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 5/2015

Revised: 5/2016, 5/2022