

FORT BERTHOLD COMMUNITY COLLEGE
JOB DESCRIPTION
DIRECTOR/ATHLETICS

Overall responsibility for the coordination & development of all aspects of the athletic program and intercollegiate competition, including marketing men's and women's sports, scheduling contests, equipping teams, arranging for transportation, supervising and evaluating assigned staff, monitor budgets, maintain records, prepare reports, manage athletic events, address faculty and staff requests in the analysis of the needs of athletic programs, negotiate facilities arrangements for off campus contests, recommends and implements policy and regulations, coordinates eligibility and gender equity compliance, works with chairs and dean in developing and monitoring long range goals, represents college at athletic conference and state athletic meetings. Coordinates with necessary academic staff verifying enrollment of student-athletes, as well as monitoring the ongoing academic eligibility of all participating student-athletes. Ensures that grade reports on all in-season student-athletes are conducted and that results of these reports are provided to each head coach. Assist in developing and implementing plans for fund-raising activities on behalf of the entire program. Maintains accurate and official team records, individual records, and program history. Ensures athletic program is in compliance with conference and other association rules. Responsible for the long range athletic planning of the athletic program, delivery, and evaluation of all functions, programs, activities, staff and services in areas of responsibility.

Minimum Qualifications: Bachelor's degree and at least two years of formal training, internship or leadership experience reasonably related to this position.

Required Skills: demonstrated ability to manage budget and fiscal affairs; demonstrated skillful leadership in an academic and athletic setting; and demonstrated ability to prevent and resolve interpersonal and professional conflicts and problems.