**Athletic Director Standard Job Description**

**Classification Title:** Athletic Director

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The athletics director supervises a staff of athletic coaches, professional and support personnel, develops and manages operating budgets for the intercollegiate athletics program, and participates in fundraising activities, while safeguarding the well-being of student-athletes on and off the field. The athletics director represents the Department of Athletics with integrity while ensuring compliance with university, NCAA, and Southeastern Conference rules, regulations, and policies.

**Essential Duties and Tasks:**

**20%: Administration**

Directs the intercollegiate athletics program in a manner that promotes the mission, values, and aspirations of Texas A&M University. Maintains administrative, operational, and business functions of the department in accordance applicable laws, regulations, policies, and procedures. Plans and develops policies, procedures, programs, and methods to implement the athletics department philosophy and supports the goals of Texas A&M University outlined by the University President. Ensures institutional control of the athletics program through adherence to Federal and State laws and compliance with NCAA, Southeastern Conference and University rules, regulations, policies, and procedures as well as Title IX guidelines and requirements. Interact with, understands and relates to student-athletes, athletic administrators, presidents, commissioners, coaches, media, and all stakeholders. Performs other such duties as directed by the University.

**20%: Leadership**

Develops and implements a comprehensive athletics department strategic plan in alignment with the university's mission and vision. Provides opportunities for student-athletes to win conference and national championships by hiring outstanding coaches, building and maintaining excellent facilities, and creating a conducive atmosphere for success. Assures unit leaders are accountable for high performance and high engagement by articulating expectations, monitoring performance, and providing feedback consistently across areas of responsibility. Assumes national leadership positions and endorses other administrative staff in their pursuit of professional leadership positions. Fosters a culture of academic and athletic excellence in the student-athletes' development and performance, while promoting sportsmanship and ethical conduct.

**20%: Communications and External Relations**

Strives to enhance relationships and communication with all parties that have an association with or interest in the Texas A&M Department of Athletics. Maintains an effective communication link with the Texas A&M Department of Athletics lettermen and former students. Oversees public relations, speaks to civic groups, works with media, and interacts with spectators at-large on behalf of Texas A&M University. Serves on committees in the Southeastern Conference and NCAA. Informs and advises university administration staff on matters related to athletics and represents the President as needed. Meets regularly with the Athletics Council, which is assigned by the University President. Coordinates with the NCAA Faculty Athletics representatives in representing Texas A&M University at Southeastern Conference, NCAA, and other national meetings.

**20%: Compliance**

Oversees and assures compliance in all aspects of the athletics organization. Delegates compliance administration and monitoring, as required or needed. Authors and interprets policies and procedures, as needed.

**20%: Management**

Creates and maintains a productive work environment in which all employees can thrive. Manages the department in ways that ensures compliance with state and federal laws, and maximizes university aspirations. Establishes and maintains policies and programs that serve to recruit, retain, and support all student athletics, coaches, and staff. Ensures the fiscal integrity of the athletics program. Provides strategic vision and guidance in the development and implementation of fund-raising initiatives through the 12th Man Foundation and other related fund-generating organizations. Monitors the expenditure of all funds consistent with law, university policies, the 12th Man Foundation, and NCAA regulations. Generates revenue through fundraising, sponsorships, merchandising, and ticket sales.

**20% Duty Title (For The Department's Use)**

Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above

**Qualifications**

**Required Education & Experience:**

Bachelor's degree or equivalent combination of education and experience.

Ten years of progressively responsible management experience in an athletic department environment.

**Required Licenses and Certifications:**

None

**Required Special Knowledge, Skills, and Abilities:**

Deep understanding of intercollegiate athletics and current issues facing Division I Intercollegiate athletics, including Name, Image, Likeness (NIL) and collectives, the potential impact of student-athletes being reclassified as employees, and issues arising from the NCAA Transformation Committee and how they will impact the strength and viability of the institution.

Exceptional leadership and collaboration skills. Excellent organizational and communication skills.

Ability to manage a large Athletic Department.

Ability to multi-task and work cooperatively with others.

**Preferred Qualifications:**

A master’s degree in Athletics Administration, Business Administration, or related field.

Previous experience in intercollegiate athletics in finance, facilities management, compliance, marketing, student services, human resources, fundraising, investment, and/or sports supervision.

Demonstrated experience and commitment to promoting an productive work culture.

Previous experience as an athletics administrator.

**Machines and Equipment:**

Computer: 20 hrs., Standard office equipment: 5 hrs.

**Other Requirements or Other Factors:**

Working nights, weekends, and holidays as required to complete assigned tasks.

**Preferred Other Factors:**

None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**