**Executive Senior Associate Athletic Director Standard Description**

**Classification Title:** Executive Senior Associate Athletic Director

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Executive Senior Associate Athletic Director, under general direction, provides leadership, oversight, and supervision of assigned functional areas in administration of the Athletics Department. Advises and consults the administration on decision-making matters of assigned functional areas.

**Essential Duties and Tasks:**

**40%: Athletic Administration**

Key decision maker and participant of the administration of the Athletics Department with an emphasis on student-athlete welfare, as well as policy and procedure initiatives.  
Serve as member of senior executive team.  
Create, implement and manage initiatives to grow and develop all sport wellness programs.  
Identify, implement, and communicate clear goals for the sport wellness units and staff.

**30%: Sports Administration**

Lead sports administrator for a variety of sports programs, as assigned.  
Key decision maker for varsity sport programs in regard to team operations, travel, management, personnel, and any other team needs that arise.

**10%: Texas A&M Representative**

Represents Texas A&M in NCAA and conference meetings and committees.

**10%: Management**

Assist in the Athletics Department’s strategic planning initiatives.

Assists with team travel on behalf of the Director of Athletics.  
Lead, direct or assist with special projects as assigned.  
Oversight of departments as assigned, liaison as assigned.

**5%: Budget**

Ensure processes are in place to monitor all aspects of the unit budget effectively and proactively.

**5%: Compliance**

Maintain continual and thorough familiarity with all applicable NCAA, Southeastern Conference and Texas A&M University rules and regulations.

This position works to establish and ensure communication and enforcement of rules and regulations for all staff members and student workers supervised.

Compliance is a shared responsibility.

**Qualifications:**

**Required Education & Experience:**

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

Eight years of related experience in NCAA Division I Athletic Administration, professional/cooperate setting or a combination of both.

**Required Licenses and Certifications:**

None

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

Knowledge of NCAA Rules.

Knowledge of word processing, spreadsheet, and database programs.

Oral and written communication skills. Ability to multitask and work cooperatively with others.

**Preferred Qualifications:**

Four years of senior level experience with a power 5 school and representation at conference level meetings. Student-athlete/coaching experience preferred.

**Machines and Equipment:**

Computer: 20 hrs., Telephone: 10 hrs.

**Other Requirements or Other Factors:**

Travel required. Some nights, weekends and holidays are required to complete assigned task and sports representation.

**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**