



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

## Associate Athletic Director

**Are you looking to help lead all aspects of a growing athletic department?** If so, you might be a perfect fit for our Associate Athletic Director position. With the recent addition of an 11th varsity sport, College of Saint Mary is investing in cultivating excellence in the student-athlete experience, community engagement, and in competition. In Fall 2021 the college debuted a new, fully funded, \$18 million fitness and athletic center with 75,000 square feet of new space. This investment comes on the heels of \$2 million in new outdoor athletic venues.

### Our Ideal Candidate's Education and Experience Include:

- Bachelor's Degree required, Master's Degree preferred.
- Prior college coaching and recruiting experience preferred.
- Prior NAIA, NCAA, or NJCAA eligibility experience preferred.
- Prior knowledge of sports staging, Presto platform.
- Has a working knowledge of NAIA, GPAC, KCAC, and USBC rules, including ECP software.

### This Position Is Responsible For:

- Adhere to University, USBC, Great Plains Athletic Conference, Kansas Collegiate Athletic Conference and NAIA policies and procedures.
- Oversee the overall game day administration operations.
- Facilities scheduling for internal and external events.
- Manage event contracts, and students forms/waivers.
- Work with coaches to schedule and coordinate athletic camps.
- Work some events handling sport information duties, such as stat reporting.
- Report to the Director of Athletics on issues related to Student Athlete academic issues and strategies for overall academic improvement/success.
- Run academic reports throughout the semester and keep accurate athletic rosters.

### Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

### Application

Bechler Leadership is assisting with the initial screening and search process. Email a cover letter, resume, and contact information for three professional references (including one supervisor) to [Team@BechlerLeadership.com](mailto:Team@BechlerLeadership.com).

*College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*