

COLLEGE OF SAINT MARY

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 a 12th 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 stating, Presto platform.
- Has a working knowledge of NAIA, GPAC, KCAC, and USBC rules, including Eligibility 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.
- Responsible for the Athletic side of Eligibility, working closely with the FAR
- 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

The College of Saint Mary is partnering with the consultants at Bechler Leadership for this search. Please direct all questions and application materials (cover letter, resume, list of 4 references) to them via Team@BechlerLeadership.com or by calling 765-661-2841.

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.