

Assistant Athletic Director Full-Time

[College of Saint Mary](#) (CSM) invites applications for the position of **Assistant Athletic Director**. **This position is full-time, 40 hours per week.**

CSM is a private, all-women's college of approximately 1,000 students, committed to the development of students through excellent academics that combine professional and career preparation with the liberal arts. CSM is located in Omaha, a city with a metropolitan area population of 850,000 and is located within walking distance of the thriving Aksarben shopping area which also features a movie theatre, a wide-variety of restaurants, a farmer's market and summer concert series. This position at CSM offers the best of both worlds – the opportunity to make an immediate impact working in a smaller, mission-focused and personalized environment and community, while living in the middle of a large, thriving metropolitan city!

Specific Duties & Responsibilities:

- Provide direct oversight of annual NAIA eligibility compliance and certification of all student-athletes.
- Monitor academic progress reports on all student-athletes.
- Calculate and report team GPA to athletic director and coaching staff at the end of each semester.
- Coordinate academic support strategies with the Achievement Center.
- Serve as direct “point person” on issues related to academic eligibility and compliance to educate on the.
- Management of student-athlete study tables hours.
- Work directly with Registrar and Faculty Athletics Representative (FAR) on issue related to student-athlete eligibility, compliance and certification.
- Oversee Play NAIA registration and certification for incoming student-athletes.
- Coordinate and direct NAIA Champions of Character program as department designated liaison.
- Instruct and monitor the Champions of Character Coaches program and certify progress of coaches and student-athletes.
- Develop and instruct complementary educational sessions regarding coaching ethics.
- Teach continuing on-campus educational coursework and/or seminars regarding the Champions of Character program for student-athletes and staff.
- Become certified by the NAIA as a “Coach of Character” through Champions of Character courses.
- Ensure all CSM coaches complete the on-line coaching ethics course.
- Communicate and develop educational opportunities with area coaches, parent groups and community groups regarding Champions of Character programming and education.
- Plan and promote activities for Champions of Character week and National Student Athlete Day.
- Coordinate servant leadership opportunities for athletic teams.
- Monitor student-athlete completion of Champions of Character on-line course modules.
- Oversight of Student Athlete Leadership Council (S.A.L.C.).
- Instruct six leadership sessions for student-athletes and members of the S.A.L.C during

an academic year.

- On-site administrator for specific assigned home competitions.
- General oversight of department work study positions.
- Provide additional assistance with hiring of new coaching and athletic staff personnel.
- Supervise Aquatics Director with specific programming, rentals, lessons and pool facility upkeep.
- Assist with recruiting and retention tracking of all student athletes.
- Assist with development and oversight of recruiting and retention strategies for each varsity team.
- Assist Athletic Director in all phases of Department related fundraising events or campaigns.
- Assist director of athletics in budget preparation process.
- Attend Student Development staff meetings, planning days and other institutional committees as requested.
- Assist with all aspects of the athletic department special events.
- Provide additional administrative support to Director of Athletics as assigned or requested.

Requirements:

- Master's Degree in related field and a minimum of 2 to 3 years of collegiate administrative athletic experience within the NAIA and/or NCAA.
- First Aid/CPR/AED Certified

Salary:

Salary range is \$39,957 - \$41,310

Application:

Please apply using the following link. Please have a resume, cover letter and contact information for three professional references, including a minimum of one supervisor ready to upload during the application process.

https://workforcenow.adp.com/jobs/apply/posting.html?client=cosm&jobId=137333&lang=en_US&source=CC674886

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