

## Athletic Director

**Position Title:** Athletic Director (part time / seasonal)  
**Contract Term:** September 1 – April 30  
**Accountable To:** President  
**Salary:** \$14,000.00

**Summary of Position:** The Athletic Director plans, implements, and directs the athletic programs in compliance with the rules and regulations of the athletic governing body for Turtle Mountain Community College.

### JOB CHARACTERISTICS:

**Personal Contacts:** Will interact daily with students, employees and the public. Must be able to develop and maintain a positive working relationship with all coaches and game officials TMC is associated with, along with student athletes or student organization members.

**Essential Functions:** Must be able to work long hours and have the flexibility to work evenings and weekends. Must be able to travel as needed for athletics and activities. Must be able to pass a drug test and background check.

**Supervision Exercised:** This position supervises the athletic coaches.

**Supervision Received:** This position is supervised by the President.

### RESPONSIBILITIES:

- Responsible for team management duties including recruitment, advertising, training, teaching and any support activities that are necessary for student athletes to enjoy successful careers while attending Turtle Mountain College.
- Develops, in cooperation with athletic staff, games, schedules, and certified base of game officials.
- Directs preparation and dissemination of publicity to promote athletic events.
- Ensures that all events held in conjunction with the Athletic Department are in compliance with NJCAA and NIAC.
- Attends rules and coaching clinics as required.
- Prepares and administers intercollegiate budget and provides fiscal overview for the athletic program.
- Submits written proposals, including expected income and expenses, for camps or other athletic activities.
- Maintains an annual inventory record of all athletic equipment.
- Conducts evaluations of performance for coaching staff.
- Ensures ongoing eligibility of athletes; follows and enforces student policies currently in place relevant to athletic participation.
- Coordinates all team travel adhering to prudent budgetary practices.
- Coordinates concessions and other sales at home matches.
- Conducts fund raising events that assist with budgetary needs of the athletic programs.
- Engages student athletes in fundraising activities.
- Ensures that all part time workers at home games are knowledgeable about their role and responsibilities.
- In regard to adverse student incidents that these incidents are investigated and reported immediately.
- Prepares and submits an annual report to supervisor.

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- Completes the Equity in Athletics report.
- Performs other position related duties as required.

### **JOB REQUIREMENTS:**

**Knowledge:** Knowledge of intercollegiate athletics, rules and regulations of athletic associations.

**Skills:** Effective planning and organizational skills. Demonstrated commitment to professional development.

**Abilities:** Ability to objectively evaluate physical performance and mental capabilities related to the intercollegiate athletic program. Ability to think “out of the box” and to lead and manage change in a positive and inclusive manner. Ability to effectively use appropriate technology and equipment. Ability to work collegially with all individuals in the tribal college setting

**Terms of Employment:** This position is seasonal and typically runs from September through April, which runs through the AIHEC basketball tournament. This position is not full time and is not eligible for benefits.

### **REQUIRED QUALIFICATIONS:**

- Masters Degree in a related field.
- Valid North Dakota driver’s license.
- CPR/First Aid certified.

### **PREFERRED QUALIFICATIONS:**

- Coaching experience at the higher education level.