Assistant Athletic Director | Coach

***This job is located at IUPUC in Columbus, Indiana***

IUPUC—Indiana University-Purdue University Columbus—continues to deliver high-quality undergraduate and graduate degree programs aligned with and responsive to regional educational needs since 1970. IUPUC is located in Columbus, Indiana, and enrolls between 1,500 and 1,800 students annually. IUPUC offers academic programs to students who reside in Bartholomew, Brown, Decatur, Jackson, Jefferson, Jennings, Johnson, Ripley, Shelby, and other counties in southern Indiana. We seek greater diversity in our faculty and staff to broaden students’ academic experience and to enrich our campus community. Candidates must be sensitive to the needs of and possess an interest in working in an academic community that is diverse with regard to gender, race, ethnicity, religion, nationality, sexual orientation or identity, disability status, and protected veteran status.

The Assistant Athletic Director reports directly to the Athletic Director and provides assistance with overseeing all athletic programs on the campus, including campus recreational sports. This role will serve as the NAIA Compliance Officer for the campus as well as perform administrative and managerial responsibilities in the Department of Athletics. This position directs the day-to-day operations of the IUPUC Athletics sports program to ensure effective and efficient operations while overseeing all part-time coaches and staff. As this is a new position for a new and growing program, this role will work with the Athletic Director to continue to build the program. This role will also serve as a Head Coach at IUPUC. As a Head Coach, this role is responsible for developing and overseeing a competitive intercollegiate sport program. The Head Coach is responsible for recruiting athletic talent; directing the physical, competitive, academic, and emotional development of student athletes; planning and executing proactive and competition plans; ensuring compliance with NAIA and any other applicable conference and institutional rules; and responsible for budgetary control, scheduling assistance, promotions, public relations, and the overall effective performance of the student athletes and coaching staff.

**REQUIREMENTS**

A Bachelor’s Degree in related field is required. Required experience includes 2 or more years of experience with intercollegiate program management; 4 or more years of coaching; and 1 or more years of management experience. A combination of related education and experience may be considered. This role requires the ability to work in an environment where the education, welfare, and graduation of student-athletes receive primary emphasis. A CDL license or the ability to obtain CDL license is required.

The Fundamental Responsibilities for this role include: Comply fully with all NAIA, applicable athletic conference, and Indiana University rules, regulations, policies and procedures; Develops and manages the annual budget for the assigned sports program; Manages team travel, including itineraries, rooming lists, meal arrangements, practice times, authorizations, reimbursements, and air and bus transportation; Works with compliance staff on rules education, required compliance documentation, rules interpretations, and other compliance issues or requirements related to the assigned sports program; Collaborates with Sports Medicine, athletic training, and sport psychologist to advance player development; Manages external relations and community outreach activities including community service and engagement by team members and coaching staff. Seeks out, investigates, and develops team opportunities; Conducts a variety of human resource activities which may include, recruitment, selection, labor relations, training, and ensuring pay equity for functional area; Provides leadership and instruction in the personal and athletic development of student athletes by counseling team members in academic, disciplinary, sportsmanship, and personal matters, as appropriate; Develops a competitively successful team to represent Indiana University positively and responsibly; Provides student athletes the opportunity for a positive experience and climate in which to achieve their academic, athletic, and personal goals; Performs recruiting duties by formulating a plan to incorporate coverage of all prospective student athletes and recruiting high-quality student-athletes that meet or exceed university qualifications; Represents the team, department, and university in a positive, professional, and ethical manner; and responsible for budgetary control, scheduling assistance, promotions, public relations, and the overall effective performance of the student athletes and coaching staff.

**INSTRUCTIONS ON HOW TO APPLY**

Qualified applicants interested in the position must apply online at https://jobs.iu.edu/ Search for Job ID 302401. A resume must be submitted with your online application. The deadline for applications is September 10, 2022.

**BENEFITS/PERKS**

University-sponsored benefit plans are a significant part of Indiana University’s total compensation package. You may want to go to http://hr.iu.edu/benefits/ to learn more about the resources, services, and other generous benefits available to Indiana University employees.

Columbus is located one-hour south of Indianapolis, 1¼ hours from Louisville, and 1½ hours from Cincinnati. Columbus is a unique Midwestern community with a population of 46,000 known for its world-class architecture. The American Institute of Architects ranked Columbus sixth in the nation for architectural innovation and design – right behind Chicago, New York, Boston, San Francisco, and Washington, D.C. There are wonderful programs for young children, many parks, excellent philharmonic orchestra, and people trails. The community is also well known for its culture and its predilection for innovation. For further information, please visit: http://www.iupuc.edu/ and http://columbus.in.us.

**COVID Information**

Due to the COVID-19 pandemic, there may be differences in the working conditions as advertised in our standard job postings (e.g., the ability to travel from one campus to another, etc.). If you are invited for an interview, please discuss your questions or concerns regarding the working conditions at that time. Beginning with the fall 2021 semester, all Indiana University students, faculty, and staff will be required to be fully vaccinated for COVID-19 as a condition of enrollment / employment. To learn more about this requirement, view our COVID-19 vaccine information page.

Indiana University is an equal employment and Affirmative Action Employer and a provider of ADA services.

The Annual Security and Fire Safety Report, containing policy statements, crime and fire statistics for all Indiana University campuses, is available online. You may also request a physical copy by emailing IU Public Safety at iups@iu.edu