Office of Academic Affairs

Athletic Director

***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 Athletic Director oversees all athletic programs on the campus, including campus recreational sports; serves as the head fundraiser for athletics; works with the conference and NAIA to develop new policy and enforce current ones; monitors the media exposure for IUPUC athletics; and oversees the Athletic Department including coaches and other personnel, secures facilities for practice and competition, sports equipment and external contracts in relation to the Athletic programs. As this is a new position for a new program, the AD is responsible for gaining admission to the NAIA and a conference within the NAIA, hiring coaches, and filling rosters as we grow the athletics program at IUPUC.

REQUIREMENTS
A Bachelor’s Degree in related field is required, Master’s Degree is preferred. Required experience includes 5 or more years’ experience in athletics administration and 3 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. Previous management experience including supervising and mentoring professional staff; and experience with budgeting, planning, and project management is required. A qualified applicant should have demonstrated ability to work in a student development model; strong interpersonal and collaboration skills; and demonstrated verbal and written communication skills. To be successful in this role, experience and knowledge of NAIA rules would be required. Candidates must also be proficient in using software for word processing, spreadsheets, and database management.

The Fundamental Responsibilities for this role include: Comply fully with all NAIA, applicable athletic conference, and Indiana University rules, regulations, policies and procedures; Provide oversight, leadership, and supervision to all units in the athletics department; Advise, develop, and implement departmental policies and strategies including yearly and long-term strategic plans; Assess and evaluate all areas of the athletics department; Represent the athletics department to internal and external constituencies to enhance relationships and communication; Direct the cultivation of relationships with individuals, corporate sponsors, and donors to generate revenue for the athletics program to develop strategies and an operations plan to meet capital, endowment, and annual giving goals.

INSTRUCTIONS ON HOW TO APPLY
Qualified applicants interested in the position must apply online at https://jobs.iu.edu/ Search for Job ID 297693. A resume must be submitted with your online application. The deadline for applications is November 23, 2021.

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, 1 1/4 hours from Louisville, and 1 1/2 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