

DIRECTOR OF UNH INTERCOLLEGIATE ATHLETICS

Function of Job:

Under administrative review of the University President, provide planning, administration, and direction of the Intercollegiate Athletic Department and its programs within the academic mission of the University, including compliance, communications, and fund raising.

Characteristic Duties and Responsibilities:

1. Coordinate and maintain the athletics program at Division I level of National Collegiate Athletic Association (NCAA) to serve the needs of the University and State.
2. In conjunction with the President, establish and enforce policies and procedures for the department, including such decisions as those related to conferences, hosting NCAA events, and operating procedures and act on behalf of the President at her/his request on athletic department issues.
3. Hire, train, evaluate, and supervise administrative, professional, hourly, and coaching staff.
4. Working with the President, develop and implement an overall funding plan for the department and its subsidiaries and assist the University Foundation and Athletic department efforts in athletic fund raising.
5. Coordinate the management of sports communications, marketing, and promotions; compliance, sports medicine, tickets and concessions, financial operations, academic services and fund raising.
6. Oversee compliance with University, Federal, State, National Collegiate Athletic Association, and all Conference regulations.
7. Promote the athletics program within campus, region, and state; and represent the University as its athletics spokesperson at local and national athletic meetings, alumni gatherings, and other public functions.
8. Develop and administer departmental budget.
9. Maintain records and reports as required.
10. Serve as the University's primary liaison with the National Collegiate Athletic Association and related associations.
11. Develop game scheduling and contract negotiations.
12. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's Degree in Education/Physical Education, or closely related field and five years of progressive administrative experience involving personnel management, fiscal management, and public relations.
2. Knowledge of Title IX regulations and NCAA rules and regulations.
3. Computer skills as required by department.

Additional Desirable Qualifications:

1. Athletic administrative experience in a university.
2. Coaching experience.

7/11/96
System Approval

7/11/96
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.