



JOB DESCRIPTION- ATHLETIC DIRECTOR

General Description/Primary Purpose:

The Director of Athletics is under the direct supervision of the Vice President for Business Affairs and is responsible for coordinating all aspects of MSC's competitive teams.

Classification: Full- Time Staff, Exempt

Salary: Commensurate with education and experience, plus Full fringe benefits.

Appointment: 12-month appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with a low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big-city offerings.

Essential Job Functions:

1. Supervision, evaluation, conflict resolution, and morale development of coaching staff;
2. Develop a yearly plan to increase attendance and public awareness of athletic events.
Work with coaches in determining a marketing strategy for their sport.
3. Coordinate friend and fundraising outreach for the athletic department in collaboration with the Office of External Affairs;
4. Plan and implement annual athletic department fundraising events;
5. Secure sponsorships for various athletic events, programs, and facilities;
6. Assess current needs, design and implement a two-year plan to develop new financial resources for athletic scholarships and athletic department operations;
7. Develop and implement the production of promotional materials including press releases, programs, brochures, newsletters, etc.

8. Work with College marketing and public information teams to prepare press releases and arrange media coverage for events not managed by the SID.
9. Foster effective relationships with coaches, staff and faculty to promote campus-wide support of athletics;
10. Develop a public relations plan and schedule coaches and athletes to serve as speakers for civic organizations;
11. Schedule use of athletic facilities, fitness center, and serve as liaison to the physical maintenance department to ensure an adequate maintenance schedule for all athletic facilities;
12. Delegate responsibility to appropriate personnel to ensure set up of facilities before all home events.
13. Organize personnel necessary for home athletic events (ticket takers, scorekeeper, maintenance, concession workers, etc.);
14. Delegate administrative and daily responsibilities to coaches;
15. Prepare the Equity in Athletics Survey for the United States Department of Education;
16. Responsible for coordination and correspondence with NJCAA to ensure that all eligibility policies and procedures are adhered to;
17. Foster effective relationships with the community, area high school coaches, etc. and take an active role in civic and charitable events;
18. Review and recommend revisions to the athletic department procedures and coordinate athletic scholarships;
19. Review and sign/approve all travel requests, purchase orders, and requests for leave from athletic department before submission to the Vice President for Business Affairs;
20. Represent MSC Athletic Department at state conference and regional NJCAA meetings, and develop a positive working relationship with Region II Athletic Directors and the NJCAA national office;
21. Serve as chair on selection committee for screening new athletic staff and act as a resource for coaches in providing guidance with disciplinary problems;
22. Monitor all auxiliary accounts such as Athletic Clubs, Concessions, Athletic Camps, and Athletic Scholarships.
23. Serve on campus-wide committees as assigned and contribute substantially to the accomplishment of the goals of such committees;

24. Coordinate friend and fundraising outreach for the athletic department in collaboration with the Office of External Affairs;
25. Plan and implement annual athletic department fundraising events;
26. Secure sponsorships for various athletic events, programs, and facilities;
27. Develop and implement the production of promotional materials including press releases, programs, brochures, newsletters, etc.
28. Work with College marketing and public information teams to prepare press releases and arrange media coverage for events not managed by the SID.

Marginal Job Functions:

1. Participate professionally in state and regional organizations (e.g., the Oklahoma Coaches Association, NJCAA Region 2, etc.).
2. Accept other duties as assigned by the Vice President for Business Affairs
3. Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, by using some other combination of skills and abilities.
4. Demonstrate experience of, or willingness in, working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
5. Drive college-owned vehicles and possess or have the ability to obtain a valid Oklahoma Commercial Driver's License that includes a bus endorsement.
6. Develop and maintain an attitude of service toward students, coworkers, and others.
7. Maintain ability to establish strong rapport with students, faculty, and administrators.
8. Demonstrate experience of, and/or willingness in, learning and using state-of-the-art technology.
9. Operate a computer and learn to use various software programs to support the functions of the position.
10. Demonstrate ability to be self-directed, recognizing and completing duties without immediate supervision.
11. Participate in community service activities and programs.
12. NIMS General Role Training is required for this position. Please log on to the FEMA website at <http://www.fema.gov/training-0#item1> to complete your training online. Once

completed you may provide a copy to the Office of Human Resources for inclusion in your personnel file. IS-100a & IS-700.a & IS-200a

13. To meet objectives of virtual work-related situations and/or extended periods when working from home all faculty and staff must have access to 24/7 reliable off-campus Internet.

Other Ergonomic Requirements:

Performance of job functions related to coaching requires some amount of stooping, reaching to high shelves, lifting, walking, and carrying of supplies and light equipment. All individuals are required to be able to perform these movements without a significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Hours:

Generally, weekday (Monday through Friday) hours will be 8:00 a.m. to 5:00 p.m.; however, the employee must be willing to work flexible hours, including nights and weekends as required. Other professional activities can be scheduled in accordance with college policy and in cooperation with the Vice President for Business Affairs.

Qualification Standards:

1. **Minimum Education:** Bachelor's degree in related field.
2. **Preferred Education:** Master's degree in related field.
3. **Experience:** 2 years in a related field is preferred.
4. **Professionalism:** Staff members of Murray State College and the Student Support Services Program are expected to demonstrate a dedication to student services and show enthusiasm and professionalism in the performance of all responsibilities.
5. **Image:** Murray State College employees are expected to maintain a neat and professional image at all times. The employee must maintain a neat, clean, and well-groomed appearance.
6. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

1. Letter of application.
2. Resume.
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

Submit Application to:

Human Resource Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, Oklahoma 73460
MSCemployment@mscok.edu

Application Deadline:

Position will be filled when an acceptable candidate is identified.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.