

**Alverno College**  
**Exempt Position Description**

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**Position Title:** Director of Athletics & Recreation

**Date:** April 2025

**Department:** Athletics

**Status:** Full-time/12-month

**Reports To:** Vice President for Student Affairs

**Primary Function:**

The Alverno College Director of Athletics and Recreation (AD) provides strategic and visionary leadership for the areas of athletics and recreation at the College. They serve as the primary administrator of the College's NCAA Division III intercollegiate sports program including seven sports. Responsibilities include expanding student-athlete enrollment and sport offerings; supervising coaches and athletics staff; fundraising and ensuring compliance with the NCAA regulations. The expectations include the development and support of campus recreation, managing campus athletics and fitness facilities; and promoting the integration of Athletics into the overall college experience. The AD may also serve as a coach. Requires frequent evening, weekend work and occasional travel is also required.

**Principal Responsibilities**

1. Oversee the organization and management of all areas of the athletics department including personnel, policy development and procedures.
2. Develop vision and strategic planning for Alverno College athletics that support the mission of the college.
3. Create and support a positive atmosphere and culture of transparency.
4. Champion recruitment and retention efforts within the Alverno Athletics program to increase student-athlete enrollment, improve competitiveness and enhance the student-athlete experience.
5. Establish goals and expectations regarding student-athlete recruitment and retention, monitor the recruitment efforts of the coaching staff, and attend recruitment events as appropriate.
6. May serves as the Head Coach for a team.
7. May develop new athletic teams as appropriate.
8. Ensure compliance with all Title IX, NCAA, and institutional policies and regulations.
9. Collaborate with athletics staff to promote academic success, retention, and graduation for all student athletes through partnerships with the campus and community.
10. Provide mentorship and professional development for athletics staff that fosters collaboration, teamwork, competitiveness, achievement and a positive culture.
11. Lead and advance all athletics fund raising and expanding alumnae engagement.
12. Manage the Athletics budget and facilities with both the departmental and college goals in mind.
13. Represent Alverno at NCAA meetings and teleconferences and the NCAA Convention, providing input on policies, procedures, and proposals as appropriate.
14. Collaborate with colleagues across campus to enhance the student-athlete experience and promote the integration of Athletics into the overall college experience.
15. Co-chair the Athletic Advisory Committee (with FAR – Faculty Athletic Representative).

16. Oversee the development and operation of the recreation program to enhance campus life and support the development of lifelong activity for good health. The recreation program will include intramurals, including the entire campus community.
17. Actively participate in Student Affairs meetings, College committees, and official College functions when appropriate
18. Maintain communication with other colleges, professional peers and organizations to remain current in areas of responsibility. Memberships with NCAA and other professional associations as pertinent.
19. Perform other tasks as necessary to support the mission of the College.

### **Qualifications**

1. Bachelor's Degree required.
2. Experience working in higher education, particularly in athletics administration preferred.
3. Documented success in fundraising desired.
4. Must have the ability to develop and articulate measurable program objectives and facilitate implementation.
5. Requires the ability to communicate and respond to both internal and external customers professionally and in a timely manner.
6. Must have the ability to establish and maintain effective working relationships with staff, faculty, students, and the general public.
7. Familiarity with an Alverno sport preferred.
8. Requires strong organizational skills and the ability to multi-task and prioritize.
9. Requires the ability to work with and maintain confidential information.
10. Requires a working knowledge of Microsoft Office (*Outlook, Word, Excel*)
11. Must be able to work evenings and weekends as necessary to attend practices and events. Occasional travel is required.
12. Current driver's license, meeting the qualifications to drive rented Alverno vehicles.
13. Must be able to move freely, including the ability to frequently walk, stand, stoop, bend and carry a minimum of 25 lbs.

### **Working Conditions**

- This position is required to be on campus and is not a "work from home, or remote" position.
- General campus environment.
- Occasional exposure to outdoor weather conditions.
- Time commitments in excess of forty-hour work week will sometimes be required.

### **How to Apply**

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

**Please attach your cover letter, resume, and list of references to the online application**  
*Alverno College is an Equal Opportunity Employer and committed to workplace diversity*