

**SAM HOUSTON STATE UNIVERSITY  
STAFF CLASSIFICATION DESCRIPTION**

**TITLE:** Director, Athletics

**EEO CATEGORY:** Administrative

**JOB NUMBER:** 0-3867

**STATUS & GRADE:** E-NC

**DATE:** 04/1999

**DEPARTMENT:** Athletics

**EDUCATIONAL & EXPERIENCE REQUIREMENT:** Advanced degree required. Minimum of seven (7) years administrative experience in intercollegiate athletics. Experience must reflect evidence of compliance with NCAA rules and regulations. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** Responsible for all total activities, operations, and policies of the Athletic Department. Represents the Athletic Department on conference, state, and national level.

**SUPERVISION GIVEN & RECEIVED:** Supervises Assistant Athletic Director, Head Coaches of all men's and women's sports, and other staff members of the Athletic Department. Reports to the Vice President for Student Services.

**PRIMARY RESPONSIBILITIES:** Responsible for the overall management and direction of Athletics for the university. Plans, organizes, directs, and implements the overall operations of the Athletics Department. Provides leadership for Athletics, including supervision of administrative staff and head coaches, budget planning and execution, and strict compliance with NCAA regulations and standards.

Represents the athletic program to the university community, the general public, the NCAA, and is involved with public relations and fund-raising on behalf of Athletics. Develops and maintains excellent relations between intercollegiate athletics, alumni, faculty, staff, and students.

Acts as the university's principal representative in the field of intercollegiate athletics and spokesperson on matters of policy, news releases, hiring, terminations, etc., as related to the Athletic Department.

Ensures that Athletics is committed to the education of students and the educational mission of the university in general, and that Athletics adheres to high ethical standards in all its operations. Duties characteristically require analysis of broad problems and the development of programs and approaches to major athletic problems. Has authority and responsibility for making decisions relative to Athletics within the limits of established policy and practices. The exercise of judgment is a prime factor in performance of duties primarily in the areas of finance, materials, time, efficiency, or development of resources. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Operates within the university's affirmative action program.

**THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.**