



## NOTICE OF VACANCY

### Athletic Director

**Reports To:** President

**Description of Position:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Athletic Director (AD) will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Athletic Director (AD) position at MDCC is an Executive Leadership Team position and reports directly to the College President. The AD at the College also serves as the Sports Information Director. The position is multi-facet and includes athletics administration, development/fundraising, and sports information. The AD will be a visionary, transformational leader that will work to enhance a culture of competitive excellence, a transformational student-athlete experience, and increase a culture of philanthropic and corporate giving across athletics and the institution as a whole.

#### **Duties and Responsibilities:**

- Direct and supervise the administration of the men's and women's athletic programs by providing supervision for all coaching staff; and to provide oversight of all administrative, compliance, operational and business functions in accordance with the NJCAA, MACJC, and the College's policies, procedures, and practices.
- Ensure that all department members have full knowledge of and abide by the rules and regulations of NJCAA, MACJC, and the College.
- Ensure alignment of the athletics program with the College's mission.
- Serve as an advocate for student-athlete well-being and the athletics program in general.
- Develop, implement, and manage a strategic vision for the athletics program.
- Direct and make recommendations for all staffing personnel, including the hiring of all head coaches of the sports.
- Delegate responsibilities to assure efficient and productive operations of all administrative and athletic activities.
- Develop and maintain departmental policies, procedures, and practices including the preparation of department manual, necessary to effectively manage the College's athletic program.
- Develop and supervise annual operating budgets and when necessary, have appropriate signature authority for same, including payroll for applicable athletic personnel.
- Approve all conference and non-conference schedules.
- Direct all revenue generating activities and coordinate philanthropic activities in coordination with the Office of College Advancement and attend Foundation meetings in an effort to cultivate, solicit, and steward private donors and corporate supporters for annual scholarships; to secure additional funding for facilities and sports teams; and other activities related to the development process.

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu).*

### **Duties and Responsibilities (cont.):**

- Develop long range administrative, operational, compliance and athletic plans, consistent within Division I programs.
- Organize, direct and participate in activities that will promote a positive public image for the College on campus, as well as locally, regionally, and nationally.
- Serve on the College's NJCAA and/or MACJC committees, as appropriate.
- Represent the College at local, regional and state meetings, including but not limited to, NJCAA athletic director meetings and conferences (MACJC).
- Serve on the President's leadership team, attend meetings and serve at the pleasure of the President.
- Serve as liaison for MACJC sport committees, and support the College's accreditation process as required.
- Support and have oversight of camp(s) staffing and requisite budgets and complete annual performance evaluations for required personnel.
- Provide oversight and supervision of facilities and maintenance for sporting and athletic-related environments by working in collaboration with the Office of Facilities Management.
- Act as administrator in charge at home contests.
- Investigate complaints and athletic allegations and coordinate with the Vice President(s), Student Services, and/or Dean and/or President on outcomes and corrective action.
- Develop materials for distribution to incoming students.
- Work with coaches and other staff to ensure student athletes complete appropriate matriculation steps.
- Develop and updates the coaches and student athlete handbooks, coordinates student athlete orientations and other events.
- Work closely with college faculty, counselors, coaches and support programs to assess and monitor student athlete academic progress and completion of educational goals.
- Work with Institutional Effectiveness and Research to assess student athlete academic achievement and success.
- Work closely with the Division of Student Services to ensure that the needs of student athletes as it relates to admissions and records, financial aid, student activities, counseling and other support services are provided in an equitable manner.
- Participate in public relations activities as required to promote the College and its athletic programs.
- Facilitate the recruitment and retention of student athletes and works with the Office of Student Housing and Residence Life and the Office of Facilities Management, and other campus partners, to implement conferences, summer sports camps, athletics-related events, and community events involving facilities.
- Ensure that sports complex facilities are fully utilized by students, faculty and staff for intramural and recreational purposes.
- Demonstrate an appreciation for and commitment to diversity, inclusion, and the principles of equity and Title IX.
- Write and publish press releases and game recaps for all sports and disseminate to all appropriate media avenues in collaboration with the Office of Public Relations.
- Implement, monitor, and update comprehensive social media program for athletic department with new video/photo content including but not limited to infographics, highlights, recaps, and other content.
- Maintain and update the content of the webpage on a daily basis. Content includes but is not limited to rosters, schedules, statistics, news, and staff directory.

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## **Duties and Responsibilities (cont.):**

- Responsible for providing all live video and statistics for home games as well as troubleshooting, setting up, and breaking down of necessary equipment.
- Maintain all archives, which include rosters, schedules/results, photos, statistics, rankings, awards, news releases, etc.
- Actively pursue and execute nominations of MDCC student-athletes, staff, and coaches for conference, regional, and national awards/recognition.
- Attend all home and away sporting events (extemporaneous circumstances excluded) in order to provide game management support and be the primary lead for accumulating all statistical data at said events.
- Develop and maintain a consistent fan base (attendance) at home and away games.
- Support athletic-related special events including but not limited to the Hall of Fame ceremony, athletic awards banquets, and homecoming.
- Coordinate all regular season and postseason events, arranging facilities, officials, workers, public address and all other elements of quality event management.
- Manage all game day contracts and scheduling of officials for home contests.
- Serve as the spokesperson for the athletic program and develops strong relationships and positive rapport with both the media and community in an effort to promote and enhance the image of MDCC Athletics.
- Development, implement, and coordinate MDCC's eSports Program and provide oversight for compliance.
- Oversee coordination of all media requests (internal and external) for athletic programs.
- Maintain confidentiality, as appropriate according to law or policy, of information acquired in the work of the College.
- Perform other duties as assigned.

## **Physical Demand:**

- Required to travel.
- May require prolonged periods of viewing a computer screen.
- May be required to lift or carry up to 25 pounds.

## **Skills:**

- Ability to facilitate ideation, production and execution from a team of content creators that come from all parts of the Athletics Department
- Ability to multitask and work independently
- Effective oral and written communications.
- Effective planning, organizational, and time management skills
- Highly attentive to detail
- Initiative, reliable, team-oriented and works well independently
- Possess a proven track record of working with internal constituents and College partners
- Possess the foresight skills to properly educate, elevate and empower student-athletes and coaches about their brand and ensure positive sentiments about the College

## **Mandatory Qualifications:**

- Master's Degree from a regionally accredited institution in Physical Education, Sports Administration, Education Administration, Higher Education Administration, Organizational Leadership, or related field.
- Prior full-time coaching and/or athletic administration experience with evidence of effective leadership, communication strategies, coaching, recruiting, fundraising and communication skills.

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**Preferred Qualifications (but not required):**

- Combination of at least five (5) years of experience as head coach and/or athletic administrative experience at the collegiate level.
- Experience at college institutions of comparable size and facilities or greater.
- Working knowledge of National Junior Collee Athletic Association (NJCAA) Division I and Mississippi Association of Community & Junior Colleges (MACJC) conference regulations.

**TERMS OF EMPLOYMENT**

This is a full-time, 12-month, exempt, Non-Teaching Professional (NP) position.

**SALARY**

The salary offered will be based on education and experience.

**APPLICATION PROCEDURES**

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. **Official** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

**DEADLINE**

External/Internal – May 11, 2021

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