



Assistant Athletic Director

POSITION:	Assistant Athletic Director
SUPERVISOR:	Assistant Vice President/ Athletic Director
DEPARTMENT:	Athletics
LOCATION:	On-campus, located in Tiffin, OH
JOB TYPE:	Full-time
GRANT-FUNDED:	No
SOC CODE:	11-9033

General Job Description:

The Assistant Athletic Director will play a key leadership role in supporting the mission and vision of the Athletics Department. This position is responsible for overseeing game day operations, compliance, retention initiatives for each athletic team, student engagement initiatives, and fundraising efforts. The ideal candidate for the Assistant Athletic Director will demonstrate strong organizational skills, a commitment to student development, and the ability to collaborate across multiple departments.

Major Duties and Responsibilities:

Game Day Management:

- Oversee all aspects of game day operations to ensure a safe, efficient, and positive experience for athletes, staff, and spectators. Be the administrator for home contests. Assist in coordinating special events.

Compliance Oversight:

- Supervise and oversee the NCAA Compliance Director to ensure adherence to institutional, conference, and NCAA regulations. Assist with NCAA/EADA reports.

Leadership Development:

- Develop and implement a Leadership Development Training Program in partnership with the Student Athlete Advisory Committee (SAAC).

Student-Athlete Engagement & Success:

- In alignment with the Dragon Pathways framework for student success, further develop the student-athlete experience, with a focus on the student experience, to support student-athletes' persistence and graduation. This entails collaborating with the Office of Student Development and Transformation and the Dean of Retention and Persistence to promote and support athletic events, enhancing campus involvement and school spirit.

Retention Initiatives:

- Assist with student-athlete retention strategies in collaboration with the Dean of Retention and Persistence and the Student Development and Transformation office. Will co-own this initiative and be accountable to it, along with the Deans.

Fundraising:

- Oversee fundraising initiatives in partnership with the Advancement Office to support athletic programs, enhance facilities, and student scholarships.



Other Duties:

- Perform additional responsibilities as assigned by the Athletic Director.

Qualifications for the Job:

Education:

- Bachelor's degree required.
- Master's degree preferred in Sports Management, Education, or related field.

Experience:

- Minimum five years of experience in athletics administration or a related area.
- Strong knowledge of NCAA compliance and regulations.
- Excellent leadership, communication, and organizational skills.
- Ability to work collaboratively with diverse stakeholders and manage multiple priorities.
- Ability to foster student-athlete success and a passion to enhance the student-athlete experience.

Preferred:

- Strong communication skills
- Experience in event management and fundraising.
- Familiarity with student development programs and leadership training.
- Commitment to diversity, equity, and inclusion in athletics.

Benefits at Tiffin University:

- Medical, dental, and vision insurance to keep you and your family healthy.
- Health Savings & Flexible Spending Accounts: Options to save pre-tax dollars, with employer contributions to your HSA.
- Income Protection: Employer-paid basic life insurance and long-term disability, plus voluntary plans for short-term disability, supplemental life, accident, hospital indemnity, and critical illness.
- Retirement Savings: A 403(b) retirement plan with employer matching contributions to help you plan for the future.
- Time Off: Generous paid time off for vacation and sick leave, plus paid holidays throughout the year.
- Education Benefits: Tuition assistance and benefits for you and eligible family members.
- Support Services: Access to a confidential Employee Assistance Program (EAP) for personal and professional support.

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