

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Director of Athletics	FLSA status:	Exempt
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DEPARTMENT:	Athletics	REPORTS TO:	President
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Position summary: Under indirect supervision, this position is responsible for the promotion and development of the intercollegiate athletic programs for the institution.. This position reports directly to the President, keeping him/her abreast of all planning, organizing, staff and development of Panola College's athletic programs.

Position responsibilities:

- Assume responsibility for supervision of maintenance and care of athletic facilities and equipment.
- Coordinate the work of the intercollegiate coaching staff.
- Insure that the intercollegiate athletic program remains in compliance with conference rules.
- Provide sports information updates to the public information officer.
- Submit to the College President a list of grant-in-aids to be offered in each sport at the college.
- Coordinate the development of athletic budgets and make budget recommendations to the College President.
- Maintain records of purchases, consumption and inventory of athletic equipment.
- Assist in the recruitment of quality student-athletes for competition in the various sports offered at the College.
- In consultation with the College President, schedule athletic contests and execute contracts involving such contests.
- Teach appropriate classes as assigned by the Vice President and Dean of Instruction.
- Promote the educational welfare of participants in intercollegiate athletics.
- Travel and work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Master's degree with at least 3 years experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- A strong public service orientation to work well with faculty, staff, students, and the community.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies).
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.