

**Job Posting Date:** March 19, 2018

**Application Review Date:** April 3, 2018

**Job Title:** Athletic Director

**Location:** Mayville State University, Mayville, ND

**Compensation:** Dependent on experience  
Competitive fringe benefit package to include:

- Employer paid full family coverage for health insurance
- Retirement plan
- Education tuition waiver benefits
- Additional benefits can be found by [clicking here](#).

**Who can apply:** Internal/external candidates eligible to work in the United States

**Job Description:** Mayville State University is seeking an Athletic Director. This is a full-time position with full benefits. The Athletic Director will be responsible for leadership, strategic planning and management of athletic programs and operations. The director will establish effective communications with students, employees, alumni and the community.

**Minimum qualifications:**

- Master's degree in sport management, physical education, business administration or related field
- 5 years progressively responsible related work experience
- 2 years of experience in intercollegiate athletics
- Experience with fundraising
- Experience with Microsoft Office Suite or other database software

**Preferred qualifications:**

- Awareness of the relationship between academics and athletics
- Experience in a management role (specifically as an Assistant Athletic Director or higher)
- Practice working with foundations
- Proven ability in fundraising to support athletic programs
- Experience with budget development and oversight within athletics
- Comprehension of NAIA rules and regulations, including athletic eligibility
- Knowledge of federal regulations as they pertain to athletics including Title IX, FERPA, & HIPAA
- Demonstration of strategic leadership characteristics
- Supports the university's commitment to diversity and inclusion
- Ability to work in a self-directed environment

**Applicants must submit the following materials:**

1. [MaSU Employment Application](#)
2. A letter of application
3. A current resume
4. The names of 3 professional references with each person's position, e-mail address, and telephone number

Send application materials to: Sarah Gasevic, HR Director, 330 3<sup>rd</sup> Street NE, Mayville, ND 58257 or email to [sarah.gasevic@mayvillestate.edu](mailto:sarah.gasevic@mayvillestate.edu)

All application materials must be submitted by April 2<sup>nd</sup>. Application Review will be on Tuesday, April 3<sup>rd</sup>.

MaSU is an Equal Opportunity Employer and encourages applications from diverse candidates and candidates who support diversity. ND veteran's preference laws apply to this position. Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability. The state of North Dakota has an open records law; therefore, your application could be subject to review upon request. A criminal history background check must be satisfied prior to employment.

ND Relay: <http://www.relaynorthdakota.com/>