

Athletic Director

The Athletic Director reports directly to the President, and is responsible for all phases of the athletic program on the University campus and will:

- Serve as a member of the President's Cabinet.
- Provide a well-rounded schedule of intercollegiate and intramural athletic competition in sports and recreational activities to encourage participation by a major segment of the student body, which complements and is consistent with the educational goals of the institution.
- Encourage physical and recreational fitness and the development of physical and recreational skills and emotional control; to foster good sportsmanship, school spirit, and loyalty to the institution; and to present opportunities to participate at a high level of competition.
- Provide an opportunity for the student body to witness and enjoy good intercollegiate athletic competition.
- Offer the student body a rallying point and develop student esprit de corps.
- Recruit, select, and evaluate head coaches, and recommend to the President following established procedures. Oversee and assist head coaches in the hiring of assistant coaches.
- Assist head coaches in budgeting and scheduling.
- Communicate university goals and philosophies in regard to recruiting. Assist head coaches in this area where needed.
- Conduct regular athletic staff meetings.
- Ensure effective communication with other university entities.
- Supervise and provide leadership for head coaches, Athletic Equipment Manager, and Game Manager.
- Assign and supervise student workers.
- Plan, assign staff and engage in other joint activities as needed in collaboration with the Health, Physical Education and Recreation Division Chair so as to ensure joint responsibility for a strong HPER and athletic program.
- Prepare and approve all athletic contests and make all arrangements for home contests.
- Represent the University at conference, NAIA and other professional athletic meetings.
- Provide oversight and direct involvement to ensure equal opportunity for male and female student athletes and coaches while complying with Title IX in accordance with federal law.
- Foster positive external relations between the athletic department and all outside entities.
- Plan, manage and monitor operating and scholarship budgets.
- Oversee and monitor concessions operation.
- Collaborate on budget decisions with Controller and VPBA.
- Provide oversight and direct involvement to ensure student eligibility as required by the NAIA in collaboration with the Registrar, FAR and Eligibility Coordinator.
- Monitor coaches and department eligibility procedures to ensure compliance with

- NAIA and NSAA standards.
- Monitor and ensure that events are properly staffed.
 - Monitor and ensure venues are prepared for safe competition and attendance.
 - Work with Physical Plant and Facility Services to see that facilities are properly maintained for use.
 - Work as a support mechanism for the Comet Athletic Club.
 - Work with the MSU Foundation as needed on other athletic fundraising projects.
 - Develop new ideas to raise dollars for athletics.
 - Serve on the Governing Board of Directors for Head Start.
 - Assume other duties and responsibilities as assigned by the President.

Adopted: May, 2016

Sponsored by: President and Athletic Director