



HARRIS-STOWE STATE UNIVERSITY

POSITION VACANCY NOTICE

Director of Athletic Operations

Harris-Stowe State University's Athletic Department seeks applications for a full-time, Athletic Operations Director. The successful applicant will assist in the day to day operations of the department of intercollegiate athletics and campus recreation. In addition, this individual will assist the Athletics Director in coordinating all aspects of a comprehensive compliance program. The successful candidate will also oversee game operations and Intramural Sports.

Duties and Responsibilities:

- Develop, implement, and monitor all systems designed to ensure compliance with the NAIA, American Midwest Conference and Harris-Stowe State University policies, rules and regulations.
- Serve as the athletic department's liaison to Admissions, Financial Aid, Advising, Registrar, Facilities Management (FM), and Residential Life.
- Provide general management, supervision, and direction for game day operations, special events, tournaments and championships hosted by HSSU. Manage staffing needs and serve as liaison to all game day operational entities including, but not limited to visiting teams, officials, public safety, the bursar's office (athletic ticketing), grounds and facilities management.
- Establish maintenance cycles for the athletic facility and equipment i.e. bleachers, scoreboards, PA systems, etc. Work with coaches, facilities management and grounds personnel to ensure that playing surfaces are prepared for competition and practice.
- Perform other duties as assigned by the Director of Athletics.

Required Qualifications:

- Bachelor's degree from an accredited institution, at least one in the intercollegiate athletic setting.
- The successful candidate should possess excellent communication skills.
- Ability to work with a diverse population.
- The capability to work nights and weekends.
- Supervisory skills to oversee part-time and student employees.
- Excellent organizational skills with the ability to handle multiple work priorities and to plan and manage large projects and events.
- Strong work ethic and attention to detail.

Only complete application packets will be accepted.

Applicants should submit a cover letter summarizing their qualifications and experiences, resume, university employment application and unofficial transcripts to:

**Harris-Stowe State University
Office of Human Resources
3026 Laclede Avenue
St. Louis, MO 63103
FAX: 314-340-3395**

Applications may be downloaded from our web site www.hssu.edu

“Please No Phone Calls”

Due to the large number of applications submitted and the high volume of applicant inquiries we receive regarding the status of applications, we are unable to accept phone calls or walk-in inquiries regarding applicant status.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER