

# ASSOCIATE ATHLETIC DIRECTOR FOR CLUB SPORTS

## ATHLETICS

**Description:** To oversee all responsibilities associated with club teams that are/will be housed in the athletic department. This includes but not limited to the organization, administration, academic oversight, enrollment management, and budget development and/or implementation of club teams' operation and other related budgets.

**Minimum Requirements:** A bachelor's degree required. Successful building/supervision of teams across multiple levels (ex.club, high school, collegiate levels). A valid driver's license and safe driving history are required. Must have strong skills in providing excellent customer service and demonstrate strong ethics.

**Preferred Qualifications:** A master's degree.

**Knowledge, Skills and Abilities:** Knowledge of sport administration, coaching, recruiting, and monitoring/balancing team finances. Ability to oversee current and identify and implement new club teams while maintaining University and athletic department academic and compliance standards. Must have excellent communication skills and ability to develop good rapport and working relationships with coaches, students, parents, future team alumni, and staff/stakeholders across campus. Ability to establish enrollment targets for all current and new club teams. Monitor and implement budget control for all club teams.

**Hire Range:** \$55,000- \$60,000 annually (based on experience)

**University Hours:** 8:00am – 5:00pm, Monday – Friday

**Position Work Hours:** 37.5 hours per week.

**To include some nights and weekends**

**Class Code:** UH11 –**Position #:** State Title: Athletic Director

**Band:**Unclassified

Search openings at [careers.sc.gov](https://careers.sc.gov)

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Applications must be submitted online at [www.careers.sc.gov](https://www.careers.sc.gov). Receipt of individual applications not acknowledged. See position status at [www.lander.edu/hr](https://www.lander.edu/hr). Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



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