

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Assistant Athletic Director	SALARY GRADE:	HU-13
DATE CREATED:	December 1, 2014	EEO CODE:	01
JOB CODE:	5631	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: Assists in directing the compliance program for a university/college's athletic department. Develops procedures and policies to monitor and ensure compliance with all NCAA and conference rules and regulations. Responsible for providing training and education to university staff and athletes regarding compliance issues. Verifies student eligibility to participate in university athletics. Investigates and reviews alleged NCAA and conference rule violations and communicates findings to appropriate parties.

SUPERVISORY ACCOUNTABILITY: Responsible for making recommendations in the areas of compensation, staff selection, disciplinary actions, complaints, staff performance appraisal and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.

NATURE AND SCOPE: Internal contacts include executives, administrators, facility, students and staff of the department and the university at large. External contacts include consultants, representatives from other colleges and universities, visitors and the general public

PRINCIPAL ACCOUNTABILITIES:

- Assists in directing academic compliance for a university/college's athletic program.
- Advises athletes on academic decisions including course loads and schedules, major declarations, and degree progress.
- Serves as a representative between the athletic program and prospective student athletes regarding academics.
- Responsible for ensuring compliance with NCAA and conference rules and regulations regarding academics.
- Provide leadership and vision for the work unit.
- Set goals for the work unit and organizes resources to achieve the goals.
- Assists with aligning departmental goals with the university mission statement.
- Assists with the supervision and goal setting of professional and support staff.
- Contributes as a strategic member of an administrative leadership team.

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Assists with implementing and maintaining area budget.

Assists with providing strategic reports and recommendations to administration on the activities in assigned areas.

Responsible for program development and evaluation.

May represent the department on university and community committees.

Perform other job-related duties as assigned.

CORE COMPETENCIES:

Effective leadership and management skills.

Experience managing a large complicated budget.

Skill in program development and execution.

Excellent communication and presentation skills.

Documented success as an innovator and creative problem solver.

Competence in oral and written English.

Ability to establish and maintain effective and harmonious work relationships with staff, faculty, students, university officials and the general public.

MINIMUM

REQUIREMENTS:

Bachelor's degree and minimum of 5-7 years of relevant experience. 12 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation & Performance Management