



# Bluefield State University

## Job Vacancy Announcement

### Athletic Director

**POSITION TITLE:** Athletic Director

**JVA #:** 2025-07

**DEPARTMENT:** Athletics

**POSITION CLASSIFICATION/ COMPENSATION:** This position is Nonclassified, Full-time 1.0 FTE, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Salary will be commensurate with qualifications and experience. Position is dependent upon available funding.

**POSITION SUMMARY:** The Athletic Director provides strategic vision and direction for the athletic department and all competitive intercollegiate sports programs. This position is responsible for ensuring compliance with all federal, divisional, and university athletics regulations and administering departmental funds and accounts in a fiscally responsible manner. Sustain a culture of sportsmanship, professionalism, and respect at all levels. The Director must abide by the rules and regulations established by Bluefield State University, the CIAA Conference, and the NCAA D-II guidelines. This position reports to the President and serves as a member of the Executive Leadership Team. The minimum requirement is a baccalaureate degree from an accredited institution in Sports Management or a related area. A master's degree is strongly preferred.

#### **CORE RESPONSIBILITIES:**

- Provide leadership that adheres to the highest standard of integrity in academic, financial planning, and fundraising, as well as NCAA and CIAA rules and regulations. Promote and maintain an environment of integrity among students, coaches, and all athletic personnel.
- Foster an environment that promotes the academic success, health, and welfare of student-athletes by working with key administrators and staff.
- Develop policies and benchmarks to track student-athletes graduation rates and implement strategies to increase retention and increase degree completion
- Develop and implement recruitment strategies to attract talented student-athletes who align with the university's academic and athletic standards.
- Build relationships with donors, alumni, and community partners.
- Develop and implement fundraising strategies to support athletic programs and reach targeted goals annually in collaboration with the Development team.
- Lead and manage athletic coaches, staff, and administrators.
- Ensure academic support, athletic success, and personal development of staff and student-athletes.

- Hire, evaluate, and develop coaching staff.
- Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitor and evaluate programmatic and operational effectiveness and the effective change needed for improvements.
- Address and resolve athletic department issues and concerns.
- Oversee recruitment, training, supervision, professional development, and evaluation of departmental personnel as appropriate.
- Forecast and control expenditures for the athletic department by projecting department needs, justifying requests, allocating funds, revising priorities, and monitoring expenditures of all athletic programs.
- Serve as the athletic department's primary spokesperson, ensuring effective communication with the campus community, stakeholders, and media.
- Direct all game management operations to ensure safe and hospitable game environments for home and visiting teams, fans, students, officials, and administrators. This includes but is not limited to scheduling events, ensuring proper staffing, such as Sports Information staff to keep statistics and running time devices, handling public announcing, ushers, security personnel, ticket sales, and event setup and takedown, and arranging media relations in a variety of ways, including print, digital, and video format.
- Perform other duties assigned, including representing the University at internal and external events, marketing BSU athletic programs in collaboration with our Marketing department, and serving on various committees.

**MINIMUM REQUIRED QUALIFICATIONS:** Baccalaureate degree from an accredited institution in Sports Management or related field. A master's degree is strongly preferred. Minimum of 5 years of recent, progressive, and highly relevant professional experience in an athletic program. Significant NCAA collegiate-level athletic administration experience preferred.

**THE UNIVERSITY:** The mission of Bluefield State University is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the University is available at [www.bluefieldstate.edu](http://www.bluefieldstate.edu).

**APPLICATION PROCEDURE:** Completed applications are to be submitted in electronic format only to [humanresources@bluefieldstate.edu](mailto:humanresources@bluefieldstate.edu) and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcript verification will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship.**

**DATE POSTED:** February 24, 2025

**CLOSING DATE:** Applications must be received by 4:00 p.m. EST on **March 21, 2025**, for full consideration. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

*Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities.  
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