



JOB DESCRIPTION:	Executive Director of Athletics		
DEPARTMENT:	Athletics		
REPORT TO:	Office of the President		
EEO CLASSIFICATION:	Executive/Managerial	FLSA STATUS:	Exempt
CUPA HR	109000	DATE APPROVED:	28-MAR-2025
CLASSIFICATION:		DATE MODIFIED:	11-JUN-2025

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Under administrative direction, plans, directs, supervises, and evaluates overall athletic program offering of Western New Mexico University.

DUTIES:

1. Plans, develops, implements and evaluates Western New Mexico University's intercollegiate individual and team athletic programs to ensure compliance with NCAA regulations for equal distribution and availability of opportunities between men's and women's programs.
2. Evaluates, plans, develops, and recommends capital improvement projects in support of current and/or projected athletic program requirements; negotiates agreements with local public institutions for use of facilities; plans, develops, and implements overall athletic program strategies, goals, and objectives in support of the University's established mission for provision of a well-rounded educational programs.
3. Directs, monitors, and supervises administration of all programs to ensure compliance with NCAA, conference, state, and regional requirements and regulations for recruiting, eligibility, and program availability/mix; monitors and supervises activities of subordinate staff through regular meetings to discuss issues, concerns, and upcoming events; works closely with community leaders to promote the University's programs for increased support and sponsorships.
4. Works closely with Vice President of Business Affairs and Associate Vice President of Business Affairs to develop and distribute annual budget allocations for each sports program to ensure equitable financial treatment based on individual sports' historical and projected expenses; reviews recruiting and sports schedules from coaches to ensure adherence to all necessary budgetary and accrediting requirements; develops and implements department operating policies and procedures.
5. Directs, supervises, and evaluates performance level of subordinate staff for adherence to established performance goals; identifies and recommends staff training; reviews and monitors programs and services of all athletic activities to ensure ongoing safety, health, and security of all program participants; represents the University and its athletic programs in various local, state, and national forums.
6. Other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in Athletics, Physical Education, or closely related area with six years full time experience as an Assistant Athletic Director, Head Coach or similar position in a conference affiliated school with responsibility for program evaluation, development, budget and supervision of staff. **PREFERRED:** Master's degree in Athletics, Physical Education, or closely related area. Proficiency in Spanish and experience with diverse groups.

2. **Job Knowledge:**

- Knowledge of all eligibility requirements, regulations, and standards for NCAA, NAIA, and other collegiate sports accreditation organizations or conferences.
- Knowledge of the University's budget development and reporting requirements.
- Knowledge of the University's policies, procedures, and standards and regulations.
- Knowledge of the principles, practices, techniques, and methods of management.
- Knowledge of the principles, practices, and techniques of budgeting and program management.
- Knowledge of all NCAA reporting rules, standards, and requirements.
- Knowledge of the principles, techniques and methods of public relations.
- Knowledge of the University's policies, procedures, and standards for student participation in athletic events.
- Knowledge of the mission, goals and objectives of the University for athletics.
- Skill in understanding and interpreting complex accreditation rules, regulations, and requirements.
- Skill in establishing and maintaining effective working relationships with staff, students, faculty, accrediting agency personnel, local community members, and other University athletic staff.
- Skill in applying judgment for determining compliance with complex regulations.
- Skill in interpreting and understanding financial operating reports.

3. **Working Conditions/Physical Demands Other requirements:** (With or Without Accommodations): MODERATE EXPOSURE & PHYSICAL ACTIVITY: Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Moderate physical activity including reaching, stooping, kneeling and/or crouching. Requires occasional heavy lifting, pushing, or pulling required of objects up to 50 pounds. Requires standing and/or walking for more than four (4) hours per day. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.

4. **Other requirements:**

- Valid Driver's License with CDL endorsement upon hire.
- Ability to obtain a New Mexico Driver's License with CDL endorsement within one year from date of hire.
- Complete defensive driving course within 2 months of hire.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)