



NOTICE OF VACANCY

Athletic Director

REPORTS TO: Vice President of Student Services

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Athletic Director (AD) will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The AD position at MDCC is a leadership position that reports directly to the Vice President of Student Services. The AD also serves as the Sports Information Director. The position is multi-facet and includes athletics administration, development/fundraising, and sports information. The AD will be a visionary, transformational leader that will work to enhance a culture of competitive excellence, a transformational student-athlete experience, and increase a culture of philanthropic and corporate giving across athletics and the institution as a whole.

More specifically, the AD is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Act as administrator in charge at home contests.
- Actively pursue and execute nominations of MDCC student-athletes, staff, and coaches for conference, regional, and national awards/recognition.
- Approve all conference and non-conference schedules.
- Attend all home and away sporting events (extemporaneous circumstances excluded) in order to provide game management support and be the primary lead for accumulating all statistical data at said events.
- Coordinate all regular season and postseason events, arranging facilities, officials, workers, public address and all other elements of quality event management.
- Delegate responsibilities to assure efficient and productive operations of all administrative and athletic activities.
- Demonstrate an appreciation for and commitment to diversity, inclusion, and the principles of equity and Title IX.
- Develop and maintain a consistent fan base (attendance) at home and away games.
- Develop and maintain departmental policies, procedures, and practices including the preparation of department manual, necessary to effectively manage the College's athletic program.
- Develop and supervise annual operating budgets and when necessary, have appropriate signature authority, including payroll for applicable athletic personnel.
- Develop and updates the coaches and student athlete handbooks, coordinates student athlete orientations and other events.
- Develop long range administrative, operational, compliance and athletic plans, consistent within Division I programs.
- Develop materials for distribution to incoming students.
- Develop, implement, and manage a strategic vision for the athletics program.
- Development, implement, and coordinate MDCC's eSports Program and provide oversight for compliance.
- Direct all revenue generating activities and coordinate philanthropic activities in coordination with the Office of College Advancement and attend Foundation meetings in an effort to cultivate, solicit, and steward private donors and corporate supporters for annual scholarships; to secure additional funding for facilities and sports teams; and other activities related to the development process.

DUTIES AND RESPONSIBILITIES (cont.)

- Direct and make recommendations for all staffing personnel, including the hiring of all head coaches of the sports.
- Direct and supervise the administration of the men's and women's athletic programs by providing supervision for all coaching staff; and to provide oversight of all administrative, compliance, operational and business functions in accordance with the NJCAA, MACJC, and the College's policies, procedures, and practices.
- Ensure alignment of the athletics program with the College's mission.
- Ensure that all department members have full knowledge of and abide by the rules and regulations of NJCAA, MACJC, and the College.
- Ensure that sports complex facilities are fully utilized by students, faculty and staff for intramural and recreational purposes.
- Facilitate the recruitment and retention of student athletes and works with the Office of Student Housing and Residence Life and the Office of Facilities Management, and other campus partners, to implement conferences, summer sports camps, athletics-related events, and community events involving facilities.
- Implement, monitor, and update comprehensive social media program for athletic department with new video/photo content including but not limited to infographics, highlights, recaps, and other content.
- Investigate complaints and athletic allegations and coordinate with the Vice President(s), Student Services, and/or Dean and/or President on outcomes and corrective action.
- Maintain all archives, which include rosters, schedules/results, photos, statistics, rankings, awards, news releases, etc.
- Maintain and update the content of the webpage on a daily basis. Content includes but is not limited to rosters, schedules, statistics, news, and staff directory.
- Maintain confidentiality, as appropriate according to law or policy, of information acquired in the work of the College.
- Manage all game day contracts and scheduling of officials for home contests.
- Organize, direct and participate in activities that will promote a positive public image for the College on campus, as well as locally, regionally, and nationally.
- Oversee coordination of all media requests (internal and external) for athletic programs.
- Participate in public relations activities as required to promote the College and its athletic programs.
- Provide oversight and supervision of facilities and maintenance for sporting and athletic-related environments by working in collaboration with the Office of Facilities Management.
- Represent the College at local, regional and state meetings, including but not limited to, NJCAA athletic director meetings and conferences (MACJC).
- Responsible for providing all live video and statistics for home games as well as troubleshooting, setting up, and breaking down of necessary equipment.
- Serve as an advocate for student-athlete well-being and the athletics program in general.
- Serve as liaison for MACJC sport committees, and support the College's accreditation process as required.
- Serve as the spokesperson for the athletic program and develops strong relationships and positive rapport with both the media and community in an effort to promote and enhance the image of MDCC Athletics.
- Serve on the College's NJCAA and/or MACJC committees, as appropriate.
- Support and have oversight of camp(s) staffing and requisite budgets and complete annual performance evaluations for required personnel.
- Support athletic-related special events including but not limited to the Hall of Fame ceremony, athletic awards banquets, and homecoming.
- Work closely with college faculty, counselors, coaches and support programs to assess and monitor student athlete academic progress and completion of educational goals.
- Work closely with the Division of Student Services to ensure that the needs of student athletes as it relates to admissions and records, financial aid, student activities, counseling and other support services are provided in an equitable manner.

DUTIES AND RESPONSIBILITIES (cont.)

- Work with coaches and other staff to ensure student athletes complete appropriate matriculation steps.
- Work with Institutional Effectiveness and Research to assess student athlete academic achievement and success.
- Write and publish press releases and game recaps for all sports and disseminate to all appropriate media avenues in collaboration with the Office of Public Relations.
- Perform other duties as assigned.

MANDATORY QUALIFICATIONS

- Master's Degree from a regionally accredited institution in Physical Education, Sports Administration, Education Administration, Higher Education Administration, Organizational Leadership, or related field.
- Prior full-time coaching and/or athletic administration experience with evidence of effective leadership, communication strategies, coaching, recruiting, fundraising and communication skills.

PREFERRED QUALIFICATIONS (not required)

- Combination of at least five (5) years of experience as head coach and/or athletic administrative experience at the collegiate level.
- Experience at college institutions of comparable size and facilities or greater.
- Working knowledge of National Junior College Athletic Association (NJCAA) Division I and Mississippi Association of Community & Junior Colleges (MACJC) conference regulations.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to facilitate ideation, production and execution from a team of content creators that come from all parts of the Athletics Department
- Ability to multitask and possess initiative.
- Ability to multitask and work independently
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Effective leadership skills and a proven record of accomplishment of building and developing a successful team, and establishing and managing strategic and innovative initiatives and programs.
- Effective oral and written communications.
- Effective planning, organizational, and time management skills
- Highly attentive to detail.
- Initiative, reliable, team-oriented and works well independently
- Must possess effective leadership skills that enable the success of the entire team.
- Possess a proven track record of working with internal constituents and College partners
- Possess the foresight skills to properly educate, elevate and empower student-athletes and coaches about their brand and ensure positive sentiments about the College
- Strong sense of personal and professional integrity.
- Successful experience in negotiating and resolving high-level complex issues.
- Successful experience managing complex budgets.
- Superior written and oral communication skills, strong interpersonal skills, and the ability to build a team while working effectively with the president, vice presidents, deans, and other college staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Full-Time, 12-month, Exempt, Administrator (AM) position.

SALARY

\$60,000.00-\$75,000.00

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. ***Unofficial*** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

External/ Internal– June 3, 2025 at 5:00 p.m.