

Pacific Union College

Job Description

Position Title:	Athletic Director	Exemption Status: Exempt
EEO Classification:	3- Professional	Job Code: 11-9033
Department:	Athletics	Position ID: 43510ATHDR
Reports To:	Vice President of Student and Spiritual Life	Wage Scale: C & E
Last Update:	7/29/2026	

STANDARDS FOR PERFORMANCE AND BEHAVIOR

Demonstrates the Cultural Relationship Expectations of Pacific Union College in all activities, to achieve the Mission of Pacific Union College

<u>T</u>eamwork:	A foundational value modeled by an engaged and inclusive community partnering together for the betterment of PUC.
<u>I</u>ntegrity:	A necessary component for cultivating trust and mutual empowerment within our community.
<u>P</u>rofessionalism:	A system of employee boundaries that facilitates an engaged PUC working community which functions in an environment blessed with supportive relationship groups.
<u>S</u>ervice:	A value and action rooted in our spiritual heritage.

JOB SUMMARY

The Director of Athletics directs all aspects of the NAIA Intercollegiate Athletics Program , including but not limited to. Developing, implementing, and managing a strategic vision for the Athletics program. Ensuring the highest standards in academic achievement and personal development of student-athletes. Hiring and evaluating staff. Overseeing and directing the budget. Ensuring full compliance with the laws, policies, rules and regulations governing Pacific Union College and its employees, as well as the rules of the NAIA and the California Pacific Conference. Representing and participating in all NAIA and California Pacific Conference functions. Managing all athletics venues, including scheduling of games and events. Serving as liaison for the Athletics Program to the College's facilities department, and classroom support and technical services. Oversight of social media accounts for all athletic teams. Facilitate & oversee intramural program for the campus. Manage and maintain weight room and cardio room as well as the pool complex. Ensure expenses for all enterprises are managed well to ensure fiscal stewardship.

ESSENTIAL FUNCTIONS

- To provide administrative direction and oversight for all athletics programs and activities and supervise the control, issuance, and maintenance of recreational athletic equipment and facilities.
- To supervise full-time athletics staff including involvement in recruiting, developing, and mentoring as well as training and evaluating coaches and other personnel.
- To plan, implement, and promote intercollegiate athletic programs including scheduling games.
- To establish and maintain standards of dress, decorum, and conduct for team travel, training, and practice.
- To monitor strict observance of equality of opportunity in men's and women's athletics by keeping informed of legal requirements and consulting with college staff regarding compliance with the law.

- To initiate and coordinate the certification of academic and health eligibility of all athletes.
- To collaborate with the College's PR personnel in the preparation of press releases and the arrangement of media coverage for athletic events and ensure that the appropriate media is informed of the results of all athletic events.
- To develop and manage departmental, team, and special events budgets. order equipment. and ensure departmental compliance with all College cash handling and management policies.
- Collect and analyze departmental statistics and data and prepare and distribute reports as appropriate.
- To recruit student athletes in coordination with the Enrollment and Admissions Office and develop alumni athletics events, community relationships, and fund-raising opportunities.
- To represent the College at professional meetings and other special or public events
- Assist in the selection of coaches for the athletic program.
- Complete an evaluation form and hold a conference with all coaches within three weeks after the conclusion of their sport season.
- To perform other duties as may be assigned.

EDUCATION

- Bachelor's Degree in related field or two to four years related experience and/or training; or equivalent combination of education and experience.
- Master's degree preferred

LICENSE/CERTIFICATION

N/A

QUALIFICATIONS

- Experience in collegiate athletics, athletic administration, coaching, student-athlete services, or related areas.
- Experience supervising staff and managing athletic programs.
- Experience with budget development and fiscal management.
- Knowledge of intercollegiate athletics rules, regulations, and compliance requirements.

Physical Demands: Requires sitting, standing, bending, and reaching. May need to lift items up to 25 pounds. Requires manual dexterity sufficient to operate standard office equipment.

Job Conditions: Frequent travel, computer use, unscheduled interruptions, and speaking, reading, and understanding English. Occasional: working more than 40 hours/week, weekend work, on-call/after-hours work, fast-paced work, and driving/operating machinery or vehicles.

Work Environment: Essential tasks are performed under normal office/school conditions with little or no noticeable discomfort. Work area is well lit and ventilated.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and employees may be requested to perform job-related tasks other than those specifically outlined in this description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a promise of employment or employment contract of any type.

I, _____ (printed name), acknowledge that I have received, read, and understand the **Athletic Director** job description, and that I am able to perform the essential duties with or without accommodation. I further understand it is my responsibility to inform my supervisor at any time I am unable to perform the essential functions.

Employee Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date