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# Example of Assistant Athletic Director Job Description

Our growing company is looking to fill the role of assistant athletic director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant athletic director

* Ensures that the University’s athletics programs are in compliance with NCAA rules and regulations governing financial aid to student-athletes by working cooperatively with the Director of Student Financial Aid in monitoring all financial aid awarded to student-athletes, including initial athletically-related aid and renewable athletically-related aid, income from additional sources of countable aid, work study, jobs, and grants and loans
* Managing the Athletics department promotional gear requests for donations (which have NCAA compliance implications)
* Provide daily updates of PSC & EAC facility use on online master calendar & EZ Facility Calendar
* Manage facility maintenance and housekeeping reports for EAC and PSC
* Manage game day facility setups/takedowns @ PSC & EAC
* Secure and manage access to external athletic facilities for team practices/contests as needed
* Secure access to athletic facilities for intramural/rec programs as requested
* Coordinate Saint Rose campus vehicles with head coaches for team practice and game day transportation
* Leads the Sport Administration team
* The primary responsibility of the Assistant Director is to instruct and coach the student-athletes on Athletic Performance

## Qualifications for assistant athletic director

* Proficient in promoting via all social media platforms
* Knowledge in TV, radio, and print media placement
* Three years fundraising and/or sales experience
* Be able to work a flexible schedule including evenings and weekends as needed
* A degree in journalism or public relations is preferred
* Resume • Cover letter • Names and contact information of three references