

Example of Assistant Athletic Director Job Description

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Our growing company is searching for experienced candidates for the position of assistant athletic director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for assistant athletic director

- Provide academic counseling and support to student-athletes for assigned sports (currently men's and women's basketball) to ensure the student-athletes make appropriate progress towards graduation all academic matters related to University, conference and NCAA eligibility requirements
- Reviewing progress towards degree of each student-athlete which includes running grades and check GPA's to make sure they meet NCAA and institutional requirement
- Monitoring NCAA certification for new students
- Submit violations and student athlete waivers to the NCAA and ECC
- Developing and implementing campus and community outreach programs including Jr
- Collaborating with other areas to coordinate Athletics Directors participation at Athletic events
- Hiring, paying and scheduling of game and event staff (PA, Scorer, Timers)
- Manage a portfolio of principal and major gift prospects, coordinating solicitation strategies with the Associate Vice President/Director of Athletics and the Sr
- Oversee all donor benefit allocation systems, for events, seat locations, game-day parking, away game ticketing, and postseason opportunities
- Serve as senior advisor for game productions for all sports

Qualifications for assistant athletic director

- Able to lead persuasively, train sales and service people for effective performance, and create a strong sales and service culture in the organization
- Able to successfully collaborate with others in the organization, especially the Senior Associate Athletic Director for External Operations and university contacts to achieve business goals
- Must be enthusiastic and creative
- Seven or more years' experience in athletic fundraising, ticket sales or higher education development
- Demonstrated ability to personally generate revenue through a fundraising/ticket sales cycle
- Experience soliciting major gifts of \$50K+ is desirable