



Example of Athletic Director Job Description

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Our company is growing rapidly and is looking to fill the role of athletic director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for athletic director

- Implement a monitoring and reporting program for assessing student-athlete course performance
- Assist and advise student-athletes each semester during the pre-registration process through monitoring and record keeping of their class schedules for graduation requirements and special athletic needs, such as travel and practice times
- Assist student-athletes in selecting and declaring an academic major
- Assist coaches in establishing and conducting sport-specific study programs and supervised study sessions for their respective athletes
- Serve as campus liaison to faculty and staff, in particular the staffs of the Admissions Office and the Office of the Registrar
- Communicate with coaches and track the admissions status, assessment and pre-registration of all new student-athletes
- Assist student-athletes who have exhausted their eligibility in completing their degree at APSU
- Plan and implement fall orientation workshops for all entering freshman and transfer student athletes
- Assist upperclassmen in all graduation matters, career counseling, letters of recommendation, post-graduate testing, and application
- Assist coaches in the recruitment process of student-athletes by sharing academic information and by meeting prospective student-athletes for campus visits

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- Skill to communicate clearly and effectively to coaches, athletic administrators and student-athletes
 - Strong oral and written communication skills to communicate and interact with persons of diverse backgrounds and personalities
 - Bachelor's degree (Master's preferred) in Kinesiology, Exercise Science or a related field, or equivalent years of experience
 - Must have and maintain First Aid and CPR/AED certifications
 - Excellent interpersonal and communication skills with ability to get message across by adopting a range of styles, tools and techniques appropriate to the audience and nature of information
 - Earned doctorate in counseling, clinical, or school psychology from an APA-accredited program