



Nueta Hidatsa Sahnish College

Position Description

POSITION: Athletic Director

DEPARTMENT: Athletics

ACCOUNTABLE To: VP Campus Services

LOCATION: New Town, ND Campus

CLASSIFICATION: Full-Time

FLSA STATUS: Exempt

PAY RANGE: Open

Nueta Hidatsa Sahnish College (“NHSC”) is committed to a unique educational community founded in culture and spirituality that nurtures holistic student success.

POSITION SUMMARY

The Athletic Director will be responsible for the overall management of the Athletic Department including planning, scheduling, recruiting, fundraising, personnel and compliance issues.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Files eligibility in conjunction with Registrar’s Office.
- Schedules all Men’s and Women’s basketball games
- Coordinates staffing for all home games (advertises position, hires part-time people to fill game positions, turns in part-time compensation forms for game workers)
- Schedules officials for home games. Manages payment process for officials and other staff members for work completed.
- Processes all purchase requisitions related to the Athletics Department
- Develops and maintains Athletic Department Budgets.
- Attends Conference Meetings (twice per year).
- Organizes end of year banquet, orders plaques and other awards.
- Works with Campus Services pertaining to custodial and maintenance issues with gym.
- Oversees all aspects of scheduling and coordinating pertaining to the Athletics Department related events
- Responsible for supervision, evaluating and hiring of all coaches.
- Handles media reporting.
- Makes sure Athletic program follows all state and federal bylaws ex: NJCAA.

- Assists in filing annual reports.
- Works with students and faculty to be sure student athletes are up to date on classwork and attendance in class.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: Providing visionary leadership and strategic planning for all athletic activities and events. Developing and executing a comprehensive athletic program that aligns with NHSC's mission and values.

Skills: Effectively manage personnel, budgets, facilities, and equipment for the athletic programs.

Abilities: Develop and deliver effective marketing approaches to generate interest both on and off campus for NHSC's athletic programming, promoting a strong fan base and increasing attendance at sporting events.

REQUIRED EDUCATION & EXPERIENCE:

Minimum Qualification: Bachelor's Degree, Master's Degree preferred. (3) years' experience in independent management of a similar program. Applicant will need to have a valid ND driver's license with a clean driving record.

Preferred Qualifications: Experience in working with college age adults preferred. Must have knowledge, or background in American Indian Culture.

Applications are available on-line at www.nhsc.edu

Please forward completed NHSC application, curriculum vitae, and three (3) references to:

Sidney Prospere
Human Resources Director
Nueta Hidatsa Sahnish College
301 College Dr.
New Town, ND 58763
humanresources@nhsc.edu

Nueta Hidatsa Sahnish College is a member of the AIHEC, and an Equal Opportunity Employer