

SISSETON WAHPETON COLLEGE

TITLE:	Director of Athletics and Academic Support
REPORTS TO:	President
SALARY:	D.O.E.
TOUR OF DUTY:	Regular regional travel is expected. Requires irregular hours including some evenings for special events, meetings, and/or games.
SUPERVISES:	Coaches, Tutors

SUMMARY:

The Director is responsible for providing overall leadership for all athletic programs. The Director collaborates with academic and student affairs in support of student retention and completion.

DUTIES AND RESPONSIBILITIES:

Athletic Programs

- Lead the SWC athletic programs with a forward-thinking philosophy and vision that is in line with the Dakota Values and college mission.
- Establish and maintain an environment conducive to the welfare, personal development and academic success of the student-athletes.
- Strategically focuses on the growth of athletics at SWC.
- Work in partnership with the college in promotion and advertising of the athletics programs by successfully enhancing fundraising, generating revenues, and building community support of SWC athletics.
- Monitor and track the continuing eligibility for all student-athletes including management of applicable reports and certification processes.
- Oversee compliance with regulations established by organizations and conferences of which SWC is a member, including AIHEC and NIAC.
- Coordinates game schedules and hires referees and other game staff.
- Hire and supervise coaches where applicable. Evaluates the performance of all coaches while holding them accountable for their coaching style, demeanor, and for their responsibilities in student recruitment and adherences to the college's mission.
- Actively ensure and oversee the effective recruitment of student athletes in coordination with student services.
- Provide guidance, resources, and information to ensure coaching staff recruiting success.
- Manages the fan experience at games and events.
- In partnership with the Facilities Department, manage the athletic facilities and equipment. Manages the gym operations during games and events.
- Provide for successful game/event management, in part by: ensuring the successful delivery of concession operations, providing outstanding support to event staff, and other customer service related tasks.
- Maintain constant check of student athlete's grades and conduct. Ensure that all student athletes are successfully persisting academically.
- Monitor equality of opportunity in men's and women's athletics to ensure compliance with Title IX.
- Effectively problem solve and mediate any disputes amongst athletes and coaches.
- May coach one or more sports: Women's Basketball, Men's Basketball, Women's Volleyball, Men's Golf.

Academic Support

- Motivate all students to take ownership of their academic development.
- Keep office hours to allow for student interaction.
- Mentor, advise, and facilitate students' academic, personal, spiritual, and professional growth.
- Monitors all student's attendance and progress on a continual basis.

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- Coordinates retention measures for all students.
- Identifies early warning signals and contacts students who may be experiencing academic or personal difficulties that affect their success as a student.
- Assist in coordinating various initiatives that involve working directly and indirectly with students who face barriers to graduation
- Plan and conduct orientations, workshops or other professional development opportunities that emphasis student retention and completion.
- Coordinates individual and/or group study sessions.
- Work in partnership with the academic departments to advise students' academic and personal and career goals.
- Organize and outreach to students who are at risk of being dropped from classes.
- Organize and outreach to students who are not enrolled for the following term.
- Comply with all SWC, Tribal, and Federal policies, regulations and laws that govern the college.

EDUCATION REQUIREMENTS:

- Associate's Degree in a related field preferred OR any equivalent combination of education and experience.

MINIMUM QUALIFICATIONS:

- Fully embraces the Dakota Values, mission, and values.
- Motivated person that wants to provide the best experience for the student-athletes and fans
- Ability to maintain flexibility in doing required tasks, as well as handle stressful situations in a calm and courteous manner at all times.
- Demonstrated ability to mentor adults.
- Ability to communicate effectively and appropriately
- Relational skills with co-workers and students
- Team-oriented; Goal-oriented
- Understanding of game day and event management.
- Must hold a current driver's license.

SUPERVISORY RESPONSIBILITIES: Coaching Staff, Tutors

PHYSICAL/MENTAL REQUIREMENTS:

- Able to handle stress and emotional situations
- Ability to travel and work with a flexible schedule including evenings and weekends
- Able to lift and/or move up to 50 pounds
- Hold a current driver's license

As authorized by federal law, Sisseton Wahpeton College reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.