Job Title: Senior Director for Athletics (Administrator III)
Job ID: 104435
Location: Sonoma State University (Rohnert Park, CA)
Full/Part Time: Full-Time
Regular/Temporary: Regular

Department Name
Athletics

Salary and Benefits
The salary for this position will depend on qualifications and experience.

This position is eligible for a broad range of benefits, including medical, dental, vision, life and disability insurances, retirement (CalPERS), tuition waiver, vacation and sick leave. In addition, 14 paid holidays are offered each year; 13 scheduled on specific days and a Personal Holiday that may be taken any time during the year.

A comprehensive benefits summary for this position is available online by clicking the View Benefits Summary link or by request from SSU Human Resources.

Application Deadline
First review of applications will be at 8 am on September 18, 2017. Applications received on or after the first review date may not be considered.

Conditions of Employment
This position is a member of the Management Personnel Plan and serves at the pleasure of the President.

Responsibilities
Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with the Seawolf Commitment, our values include respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Reporting to the Vice President for Administration & Finance and Chief Financial Officer, the Senior Director for Athletics (Senior Director) is responsible for providing leadership and direction to the University's intercollegiate athletics program and for managing its activities. The incumbent is responsible for providing leadership in strengthening and maintaining commitment to the mission of SSU's intercollegiate athletics as a co-curricular program for the educational benefit of the student-athletes, in which success is defined in terms of academic achievement, as well as success on the playing field. The Senior Director is a member of the Vice President's senior management team, which is committed to shared governance, participative management, sustainability, diversity and the Seawolf Commitment.

Major duties of the position include, but are not limited to, the following in support of intercollegiate athletics:
- Promoting and demonstrating effective collaboration with the university's departments and programs to promote retention, graduation, and satisfaction of student-athletes.
- Developing and implementing a comprehensive fundraising program, in coordination with the Sonoma State Athletic Association and Development Office.
- Oversight of a marketing and promotional campaign for SSU home athletic events as well as special events that will yield enhanced student life, community support and program revenue.
- Oversight of the risk management aspects of intercollegiate athletics, and coordination with other campus entities to manage risks.
- Oversight of the scheduling of and events management for all intercollegiate athletic contests and special events, including concessions.
- Oversight of budgeting and financial strategies to support the department.
- Reviewing and contributing to long-range plans to enhance the intercollegiate athletic program's facilities, and coordinate a plan to fund these projects.
- Working closely with the SSU Athletic Advisory Council on policy matters related to intercollegiate athletics.
- Establishing and maintaining effective working relationships with all University programs and departments, with particular focus on the Kinesiology Department, Recreational Sports, Associated Students, and Facilities Services.
- Participating in and ensuring SSU adherence to the policies of the NCAA, CCAA Pac West and WWPA; overseeing all eligibility certifications, working with faculty athletic representative to provide oversight for all eligibility certifications.
- Acting as Appropriate Administrator for staff and coaches in the department; selecting, evaluating, overseeing wages, hours, working conditions, interpreting staff and CFA contracts and coordinating with Faculty Affairs, Employee Relations, and Employment Services as appropriate.
- Representing the SSU Department of Intercollegiate Athletics to various off-campus constituencies.
- Managing the day-to-day operations of the intercollegiate athletics program.

Performs other secondary duties as assigned.

Duties will primarily take place in an office setting on the Sonoma State University campus, with additional duties performed in various locations on campus including working both indoors and outdoors. As an exempt employee you have some flexibility in your schedule however you must be available during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. Evening and weekend hours may be required and will be specified only by the supervisor to meet operational needs. Your specific start time is determined by your Appropriate Administrator. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. This position will require considerable travel, by automobile or airplane, and overnight stay to travel to athletic events, trainings and meetings off-campus.

Qualifications
Requires sufficient education and experience to successfully perform the job. A master's degree in Sports Administration or an equivalent discipline, or an equivalent combination of education and experience, is required. Incumbent must possess a demonstrated comprehensive understanding of intercollegiate athletics and sports management within higher education and an understanding of the role of intercollegiate athletics in the context of a small predominantly undergraduate, liberal arts institution. Experience or education that demonstrates outstanding fund-raising skills, sound judgment, creativity, management, problem-solving skills, flexibility, and the ability to build and manage a team of coaches and administrative personnel commitment to the University's mission. Evidence of an ability to develop and implement strategic plans and effective programs and services. Outstanding communication skills, the demonstrated ability to initiate and manage change, and an understanding of student-centered higher education are required. Intermediate proficiency with computers and Microsoft Office Suite (Outlook, Word, Excel) required.

The incumbent must demonstrate integrity and sound judgment in performing duties; possess the ability to supervise the work of staff and recommend appropriate personnel actions; be able to apply strong problem solving and conflict resolution skills and train and evaluate performance, taking corrective action as needed; deal with stressful situations while maintaining composure; and contribute to a collaborative environment utilizing exemplary communication and problem solving skills as necessary. Must have strong organizational skills and the ability to manage multiple projects and competing priorities simultaneously, adjusting quickly to changes needed on a daily basis. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents.
The duties of this position may include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate may be required to file Conflict of Interest Form 700: Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

**Qualification Note**
Evidence of degree(s) or certificate(s) and/or license(s) required at time of hire.

**Application Process**
Click the "Apply Now" to apply to this position. Materials submitted with your application will not be returned. The ADA Coordinator is available, at 707/664-2664, to assist individuals with disabilities in need of accommodation during the hiring process.

Qualified candidates must submit the following to be considered:
1. Cover Letter and Resume - application system only allows one document to be uploaded, so cover letter and resume must be included in the same MS Word or PDF file (file name should not contain any spaces or special characters)
2. Online Employment Application (complete entire application, resume/cover letter will not substitute for any part of the application)

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current employees who apply for this position.

**Other Information**
Equal Employment Opportunity: The University is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

Mandated Reporting: This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**About Sonoma State University**
Sonoma State University, located 48 miles north of San Francisco, is one of the 23 campuses of the California State University. Sonoma State University is a liberal arts institution with an enrollment of approximately 10,000 students and 530 full-time and part-time faculty. Our beautiful campus is located in Rohnert Park, at the foot of the Sonoma hills in the Wine Country.

Sonoma State University is proud to be a smoke-free campus, where smoking and other uses of tobacco products, such as smokeless tobacco, the use of e-cigarettes and similar devices, are prohibited.

Sonoma State University's Jeanne Clery Act Annual Security Report is available at [www.sonoma.edu/ps/about/jeanneclery.html](http://www.sonoma.edu/ps/about/jeanneclery.html); Annual Campus Housing Fire Safety Report is available at [www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html](http://www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html).

**Contact Information**
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