The Associate Director, Athletics provides effective leadership and management of SFU’s National Collegiate Athletic Association (NCAA) Division II varsity athletic program for the Athletics and Recreation department. The Associate Director is responsible for the day-to-day operations of the NCAA varsity program, including game operations, competition schedules and event management; providing leadership to employees and student-athletes by encouraging commitment, professionalism, innovation, business sense and integrity; and creating an environment that encourages both academic and athletic success. The Associate Director is an integral member of the Athletics and Recreation senior management team and represents the University and the Department on university, conference and/or national committees related to varsity athletics.

**DUTIES AND RESPONSIBILITIES**

1. **Provides leadership and effective management of the day-to-day operations of the varsity athletic programs by:**
   - developing, implementing and evaluating short and long-term goals and objectives, performance indicators and policy development.
   - providing effective leadership to highly motivated coaches and staff to create an environment that encourages both academic and athletic success.
   - ensuring compliance with NCAA rules and regulations as the only Canadian member institution within the NCAA
   - working in collaboration with the senior management team to ensure student-athlete success by providing guidance, support and mentorship.
   - fostering and building relationships with donors, alumni and sponsors to educate them about varsity sport and enhance SFU’s reputation.
   - participating in and/or managing special projects involving needs assessments, viability studies and surveys, provides administrative guidance and advice, conducts research, prepares reports and provides advice to support decision making.
   - providing oversight of game operations and event management, including serving as tournament director for conference and NCAA regional championships as necessary.
   - overseeing the master varsity schedule and directing the scheduling of conference and non-conference competitions.
   - leading the application and bid process for hosting championships and directing conference and regional championships hosted by SFU.
   - directing the travel program for all varsity teams. Works closely with the travel coordinator and travel agency and ensures fiscal control, fairness and safety for all varsity coaches and student-athletes.

2. **Manages the varsity program budget by:**
   - managing and monitoring the varsity team budgets including budget preparation, forecasts and variance analysis as well as authorizing varsity sport and event related expenditures.
   - reviewing and reconciling, as necessary, the varsity budget finances on a monthly basis, as well as annual reconciliation at fiscal year-end.
   - assisting with identifying, initiating and generating new revenue opportunities to outsidest groups and organization.
   - working with the Senior Director, Athletics and Recreation and in cooperation with the Manager, Athletic Compliance, to evaluate and determine athletic financial awards for varsity teams.
   - working with the Manager, Budgets & Administration to forecast and prepare the varsity sport budget and event related expenditures on an annual basis.

3. **Provides leadership to support staff, athletes and coaches by:**
   - encouraging commitment, professionalism, innovation, business sense and integrity.
   - overseeing the management of varsity coaching staff including hiring decisions, contract negotiations, managing and evaluating performance, coaching and developing employees.
   - establishing roles, responsibilities and providing direction and leadership to the varsity coaching staff with regards to their day to day to operations, tasks and duties.
• contributing to the development and maintenance of departmental procedures, standards and work practices consistent with University policies.
• establishing and maintaining relationships with departments, administrators, coaches, support staff, and Student Services staff.
• investigating coach and student-athlete conflicts and/or issues and providing recommendations to the Senior Director, Athletics and Recreation.

IMPACT OF DECISION MAKING

The Associate Director, Athletics is responsible for:
• assessing operational and budgetary issues and making decisions in conjunction with the Senior Director, Athletics and Recreation
• decisions related to the revision and/or development of varsity program related policies and provides recommendations of new policies to the Senior Director, Athletics and Recreation.
• utilizing sound judgment on issues pertaining to the varsity athletic program that impact the budget or violates NCAA rules and regulations.
• providing oversight of varsity coaches to provide advocacy and address critical issues related to NCAA membership that have University wide impact.
• investigating and resolving coach and student-athlete conflicts and/or issues. Collaborates with the Senior Director, Athletics and Recreation to resolve issues that impact the reputation of the department and/or university.
• supervisory decisions such as hiring, performance evaluations, leave of absence requests and handling grievances.
• developing and implementing the master varsity schedule process, including appropriate communication, timelines and confirmation process.

RELATIONSHIPS
Sets objectives necessary for obtaining feedback and assistance. Maintains effective communications. Shares ideas, issues, and opportunities with members of personal network. Seeks referrals from others with relevant expertise and influence. Attends and maintains relationships with relevant formal and informal professional groups and organizations.

Supervisory
Supervises staff and coaches by providing guidance and mentorship, ensuring the appropriateness and currency of job responsibilities, initiating recruitment for temporary and continuing staff, hiring staff, providing or directing the provision of training, evaluating performance, setting development goals, responding to grievances and approving leaves of absence.

Direct Reports: up to 15 (including temporary and contract staff)
Indirect Reports: up to 20 (including temporary and contract staff)

Primary Working Relationships
Works closely with the Athletics and Recreation senior management team, Administrators, Coaches and Student Services. Represents the University and the department on university, conference and/or national committees related to varsity athletics.

QUALIFICATIONS
Bachelor’s degree in Business Administration or Kinesiology and five years of management experience in a post-secondary athletics program with comprehensive knowledge of practices and policies at the NCAA-level, or an equivalent combination of education, training and experience.
Excellent knowledge of collegiate sport
Excellent project management skills
Excellent budget and financial management skills.
Excellent human resource management, leadership, coaching and team management skills
Excellent interpersonal, communication (both verbal and written) and customer service skills with the ability to build relationships and maintain rapport with stakeholders.
Excellent analytical, reasoning, and problem solving skills.
Excellent negotiation and conflict resolution skills.
Ability to mentor and motivate coaches and athletes.

Initial Effective Date: July 19, 2017
Latest Revision Date: July 19, 2017
Ability to exercise a high level of initiative, diplomacy, tact and independence.
Proficient in the use of standard office applications and enterprise level information systems.
Ability to arrange suitable transportation to various work locations.