



Posting Date: May, 2018

Position: Assistant Athletic Director

Department: Athletics

Hours per Week: Full-time

Alverno College is a private liberal arts college with an internationally acclaimed ability-based program and diverse student body. A Catholic College founded by the School Sisters of Saint Francis, we are dedicated to the undergraduate education of women while serving men and women in our adult and graduate programs. Our low instructor-to-student ratio and collaborative faculty contribute to a positive learning environment. We provide students with real-life, hands-on experiences in the classroom, in study abroad opportunities and in professional internships related to their major. These experiences, among others, have resulted in Alverno College being recognized among the top four Midwest Regional Universities in the 2018 *U.S. News & World Report* "Strong Commitment to Teaching" category for the eighth consecutive year.

The Alverno Athletics department is committed to student-athlete centered learning and development. The competitive programs focus on recruitment and retention of skilled student-athletes in order to achieve individual and team success. Alverno Athletics is committed to upholding the mission of the Alverno College and the NACC as well as the NCAA Division III philosophy, including those principles of fair play, amateur athletics competition, sportsmanship, and ethical conduct.

The College is seeking applicants for a full-time Assistant Athletic Director position for the Athletics department located in Milwaukee, Wisconsin. This is a full time 12-month exempt position. Salary will be commensurate with qualifications, education, and experience. Alverno College health, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are also available for employees and qualified dependents.

Primary Duties and Responsibilities

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

The Assistant Athletic Director is a key member of the administrative team and is responsible for assisting the Director in all facets of administration of an NCAA Division III intercollegiate athletics program, with a central focus on sports information duties, external relations, communication, and promotions as well as day-to-day operation of events. This position includes evening, weekend and holiday work and possible travel.

Qualifications

One to three years of experience in Sports Information with significant skills in written, oral, and interpersonal communications and digital marketing. In addition, the following is required:

- Must have working knowledge of Microsoft Office, Adobe Creative Suite and State Crew software.
- Experience with CMS website maintenance is preferred.
- Requires knowledge of NCAA policies and the ability to develop working knowledge about Division III athletic programs.
- Ability to work in a team setting and work effectively with a variety of audiences and departments.



- Demonstrated organizational skills and attention to detail; requires the ability to multi-task, prioritize, work with frequent interruptions and meet deadlines. Must have the ability to professionally respond to variations in schedules and plans.
- Requires strong problem-solving skills including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness.
- Must have demonstrated leadership abilities and an understanding of student development, including the ability to balance student needs and take on an institutional perspective
- Requires the ability to work at nontraditional times (evenings, weekends and holidays)
- Requires valid driver's license and good driving record.
- Requires the ability to talk and hear. Must be able to freely move throughout the facility including the ability to walk up stairs. Must have the ability to frequently lift and/or move up to 25 pounds, and occasionally push/pull up to 150 pounds, and occasionally twist when lifting. Specific vision abilities required by this job include close vision, distance vision, and color vision.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

Education

Bachelor's degree is required.

How to Apply

Apply on-line at <http://www.alverno.edu/jobs>

Please attach your cover letter, resume, and list of references to the on-line application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity