

**Arizona Christian University**  
**Position Description**

<b>Position Title and Position Grade:</b>	Senior Associate Athletic Director	<b>Date Updated:</b>	7/21/17
<b>Reports to:</b>	Jeff Rutter	<b>Department:</b>	Athletics
<b>Direct Reports (if any):</b>		<b>FSLA Status:</b>	
<b>Position Summary:</b>			
Position will facilitate and administer day-to-day operations of the Athletic Director's office with a focus on staff development and department processes and procedures			
<b>Prerequisite Qualifications:</b>			
<ul style="list-style-type: none"> <li>A. Bachelor's degree (Master's preferred)</li> <li>B. College or University athletic administration experience</li> <li>C. Demonstrates knowledge and compliance of all GSAC and NAIA rules and regulations as it relates to all job-related activities</li> <li>D. In agreement with the purpose and goals of Arizona Christian University</li> </ul>			
<b>Duties, Tasks, Responsibilities (List as many categories as necessary):</b>			
<ul style="list-style-type: none"> <li>A. Assist the management of day-to-day operations of Athletics office</li> <li>B. Assist with development and implementation of various operational procedures to be used by athletic staff and coaches</li> <li>C. Assist with management projects and growth initiatives to achieve the mission and goals of the department and university</li> <li>D. Manages administrative support staff and coaches as assigned; participating in performance evaluations, training, scheduling, and work allocation</li> <li>E. Serve as member of athletics management team and acts as key decision maker in the department</li> <li>F. Oversees personnel development and compliance with HR policies and procedures</li> <li>G. Assist with Student Athlete Leadership council</li> <li>H. Assist with Spiritual development initiatives</li> <li>I. Act as liaison between Athletics and other University departments as needed</li> <li>J. Perform miscellaneous job-related duties as assigned</li> </ul>			
<b>Working Conditions:</b>			
<ul style="list-style-type: none"> <li>A. Office hours to accomplish administrative tasks</li> <li>B. Meeting with student-athletes as needed</li> <li>C. Occasional evening and weekend event attendance</li> </ul>			