

JOB DESCRIPTION

Personnel Office Use Only

Position No. 023978

Non-Classified X

Classified \_\_\_\_\_

Exempt X Non-Exempt \_\_\_\_\_

POSITION TITLE: Athletic Director

INCUMBENT EMPLOYEE: Greg Burke

EMPLOYEE CLASSIFICATION: \_\_\_\_\_ Instructional Faculty  
\_\_\_\_\_ Administrative Faculty  
X Other Unclassified  
\_\_\_\_\_ Other Faculty  
\_\_\_\_\_ Classified

FUNCTION OF WORK: Oversee University Athletic Program

SUPERVISION RECEIVED: Vice President of External Affairs/President of University

SUPERVISION EXERCISED: Assigned Staff

DUTIES AND RESPONSIBILITIES

% of Time

Description

100%

Developing and implementing policies and procedures for the athletic program;  
Supervising selecting and evaluating members of the athletic administration and coaching staff;  
Preparing and administrating the annual athletic budget;  
Representing the University as its athletic spokesperson at local and national athletic meeting, alumni gatherings, and other public functions.  
Game scheduling and contract negotiating;  
Assisting the Foundation and Athletic Association with athletic fund raising;  
Monitoring compliance with university, National Collegiate Athletic Association and Southland Conference regulations; and  
Conducting on-campus and off-campus public relations programs.