

**POSITION INFORMATION**

|                                 |  |
|---------------------------------|--|
| Position Title                  | Director of Athletics                              |
| Number of Positions             | 1  |
| Position Location               | Main Campus - Decatur                              |
| FLSA Type                       | Exempt   |
| Number of Months                | 12   |
| Position Classification         | Professional Staff                                 |
| Salary Range                    | Salary based on relevant experience and education. |
| Anticipated Date of Appointment | Sunday, July 1, 2018                               |

**FOR ADDITIONAL INFORMATION**

|               |   |
|---------------|---|
| Contact       | Billy W. Stewart, Ph.D.   |
| Contact Title | President   |
| Address       | East Central Community College, P.O. Box 129, Decatur, MS 39327 |
| Phone         | (601)635-6201   |
| Email         | bstewart@eccc.edu   |

**POSITION SUMMARY INFORMATION**

**Required Qualifications**

Minimum of an earned Master’s degree from a regionally accredited institution of higher learning in Physical Education, Athletic/Sports Management, or related field.  
 Three (3) to five (5) years coaching experience at the high school, community college, and/or university levels.  
 Demonstrated excellent work habits, the ability to multi-task, and the ability to work with others as a team.  
 Demonstrated excellent interpersonal, written, and oral communication skills

**Preferred Qualifications**

Previous experience in administration of intercollegiate athletics or comparable management experience.  
 Previous experience in a college educational setting.  
 Knowledge of NJCAA & MACJC rules and regulations.

**General Statement of the Function**

The Director of Athletics is responsible for the coordination of all activities of the intercollegiate sports programs at the College. The Director of Athletics reports directly to the President in all matters related to intercollegiate athletics.

**Duties and Responsibilities**

1. Establishes an atmosphere that promotes student success and integrates athletics into the broader educational mission of the college;
2. Maintains high standards of performance and ethical conduct for coaches, staff, and student-athletes.
3. Represents the College at appropriate athletic hearings, ensures compliance with all governing authorities (MACJC and NJCAA), and establishes a strong and positive presence at the local, regional and national levels;
4. Works with the Director of Admissions & Records of the College and the coaches to ensure athletic eligibility;
5. Assists the Vice President for Institutional Research & Effectiveness in preparing the College’s annual response to the Equity in Athletics Data Analysis (EADA) for the Office of Postsecondary Education of the U.S. Department of Education;
6. Ensures understanding of and compliance with Title IX issues as they relate to the intercollegiate athletic program at the College;
7. Coordinates and schedules competitive intercollegiate events;
8. Organizes public relations and community service events for all athletic teams within the community in association with the coaches of the various sports;
9. Coordinates and directs the scheduling, use, maintenance, and care of all athletic facilities (including the Athletic Weight Room) and vehicles used for athletic activities;
10. Coordinates the inventories of athletic equipment and advises the President and the Vice President for Business Operations on requisitioning new equipment;
11. Processes requests from the coaches to the Vice President for Business Operations for transportation, payment of game officials, game guarantees and other expenditures related to the athletic programs;
12. Prepares budgets in association with the head coach of each respective teams and submits these budgets to the President and the Vice President for Business Operations for approval;
13. Supervises fund-raising in coordination with the Warrior Club for various projects that include enhancing facilities, post-season tournaments, etc.;
14. Advises the Vice President for Business Operations and the President regarding contracts for concession rights and related activities involving cash sales at school exhibitions;
15. Submits reports required by the Vice President for Business Operations to ensure proper accounting and auditing of athletic funds;
16. Works with the Vice President for Instruction, the Vice President for Student Services, and/or the President in coordinating the non-coaching assignments of the coaches;
17. Organizes and hosts departmental staff meetings and represents the department at all administrative meetings;
18. Chairs the Athletic Advisory Council (Ad Hoc); and

19. Performs other duties as assigned by the President of the College.

**APPLICATION DETAILS**

|                                  |                             |                                |
|----------------------------------|-----------------------------|--------------------------------|
| Application Deadline             | Thursday, March 8, 2018     |                                |
| Internal Applications            | Wednesday, February 14,     | - Wednesday, February 21, 2018 |
| External Applications            | Thursday, February 22, 2018 | - Thursday, March 8, 2018      |
| Interviews Completed By          | Friday, March 23, 2018      |                                |
| Successful Candidate Notified By | Tuesday, March 27, 2018     |                                |

**WHERE TO APPLY**

Submit all required applicant documents by mail/email to:

Julie Rowzee, Director of Human Resources  
 P. O. Box 129  
 Decatur, Ms 39327  
 jrowzee@eccc.edu

**REQUIRED APPLICANT DOCUMENTS**

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC application form (Application form available for download at [www.eccc.edu/employment](http://www.eccc.edu/employment)).
3. Up-to-date transcripts for all college work (Copies of transcripts are acceptable for the application process).
4. Personal resume`.
5. Three (3) letters of reference for this specific position signed by the reference.

*NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.*

**THE COLLEGE**

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County CareerTechnical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

**EEO STATEMENT**

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College: Inquiries regarding compliance with Title VI, ADEA, and Title IX are coordinated by Dr. Teresa Houston, Vice President for Instruction, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, [thouston@eccc.edu](mailto:thouston@eccc.edu). Inquiries regarding compliance with Section 504 and ADA are coordinated by Dr. Randall Lee, Vice President of Student Services, Eddie M. Smith Student Union, Room 201, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6375, Fax: 601-635-3247, [rllee@eccc.edu](mailto:rllee@eccc.edu).  
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