Vacancy Announcement
Posting Date: August 24, 2015

Internal Posting
This position is posted in compliance with Alabama Code §16-22-15.
It is the intent to place a current full-time employee in this position.

Position Title: Athletic Director (part-time)

Position Summary:
Under general direction of the Dean of Students, the athletic director plans, implements and directs the athletic programs at the College in compliance with the rules and regulations of LSCC, ACCC and NJCAA.

Minimum Qualifications:
- Master's degree in Health and Physical Education
- 3 years’ experience in coaching intercollegiate athletics
- Experience teaching at the collegiate level

Other Qualifications:
- Ability to evaluate physical performance and mental capabilities related to the intercollegiate athletic program
- Effective planning and organizational skills
- Skill in establishing and maintaining effective working relationships with students, faculty, staff and the public
- Skill in facilitating and modeling a quality customer service orientation
- Ability to work effectively with an ethnic, cultural and diverse student population
- Knowledge of intercollegiate athletics, rules and regulations of athletic associations and conferences
- Knowledge and skill in the use of NJCAA online system, ACCC Stats software systems and Microsoft applications
- CPR/AED certified

Essential Job Functions:
- Responsible for team management duties including recruitment, advertising, training, and any other support activities that are necessary for student athletes to enjoy successful careers while attending the College
- Prepares and administers intercollegiate athletic budget and provides fiscal overview for the athletic program
- Develops, in cooperation with athletic staff, games and schedules
- Ensures that all events held in conjunction with the Athletic Department are in compliance with NJCAA and Region XXII
- Establishes and evaluates goals for the athletic program through the College’s institutional effectiveness program
- Develops and oversees an annual orientation program for athletes
- Develops appropriate tracking of and maintains appropriate information regarding the scholastic performance of all student athletes
- Works with Counseling Department, faculty and other areas as appropriate to ensure that student athletes receive needed intervention and academic assistance in a timely manner
- Prepares Right to Know and Academic Success reports
Submits written proposals for self-supporting camps or other athletic activities that can be used as Continuing Education classes

Supervises all recruitment activities within the intercollegiate athletic program to ensure compliance with conference and national rules

Maintains effective relations with area high school coaches to ensure an efficient and effective recruiting network

Develops and disseminates team schedules for all College sporting events

Maintains an inventory record of all athletic equipment

Oversees the effective maintenance of all athletic facilities and equipment

Maintains accurate and official team records, individual records, and program history

Develops and maintains an effective program in order to identify and attract scholarship

Ensures ongoing eligibility of athletes

Supervises the Assistant Coaches and other part-time employees

Coordinates all team travel adhering to prudent budgetary practices

Coordinates concessions and other sales for home games

Salary: ($10,000-$12,000 annually)

Projected Start Date: As soon as possible after closing date

Application Procedure:
Applicants must meet eligibility requirements to work in the U.S. at time of appointment. All application materials must be submitted as a complete packet and will become the property of the College. It is the sole responsibility of the applicant to ensure his or her application packet is complete. If you are applying for more than one position, submit a complete set of information for each position. Once submitted, all application packets become the property of LSCC. Requests for copies of application material will be denied by the college. Only applications received during the period of this announcement will be considered. The College will not accept electronically submitted (fax, e-mail, etc.) application materials.

A complete application packet consists of:

- Letter of application
- LSCC application; completed and signed (See resume will not be sufficient)
- Resume

**Applicants who fail to submit a complete application packet will not be considered.**

Application Closing Date:
Application packets must be received in the Human Resources Office by 4:30 p.m. on **September 7, 2015**. Packets delivered or postmarked after the deadline will not be considered. Application packets should be sent to:

Mrs. Janice McGee, Director
LSCC Human Resources Office
3060 Wilson Road, S.W.
Birmingham, AL 35221

Other Information:
Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement at any time prior to awarding.
Lawson State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Post-Secondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Lawson State Community College will make reasonable accommodations for qualified applicants upon request.

In accordance with Alabama Community College System Policy and Guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the background check.