Job Opportunities
University of the District of Columbia (UDC)

Position: Director, Intercollegiate Athletics
Salary Range: Salary Commensurate with Qualifications
Location: Van Ness Campus
Areas of Consideration: Nation-wide
Responsible to: Vice President, Student Affairs

Brief Description of Duties

Manages and supervises the day-to-day operations of the Athletics Department in accordance with University policies, procedures and the National Collegiate Athletics Association (NCAA) rules and by-laws while incorporating best practices in intercollegiate athletics.

Initiates procurement requests for needed supplies and equipment and maintains necessary control imposed by the budget. Suggests procurement sources for specialized products, name brands, etc. and keeps abreast of new equipment and technological changes in athletics.

Responsible for developing and publicizing a comprehensive schedule of intercollegiate games with team coaches.

Evaluates effectiveness of the athletic program using criteria that includes competiveness, retention, academic success and awarding of degrees to athletes.

Strengthens the athletic program by incorporating and utilizing state of the art technologies in the overall operations of the area

Qualifications Required

A Bachelor's degree from an accredited institution in higher education and one year of specialized experience is required. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position as described above. In addition, candidate must have at least five years of experience in

(see reverse side)
intercollegiate athletics administration and three to five years of supervisory experience. A Master’s degree is preferred.

All candidates will be considered without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit a UDC Application and résumé to:

Ms. Hattie Rogers  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301-7  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008