



NOTICE OF POSITION VACANCY

Assistant Director of Athletics Athletics Department

Application Deadline: Open Until Filled

Salary: Commensurate with experience

Minimum Qualifications:

Requires a Bachelor's degree in Business, Sports Management or related field plus two (2) years related post-secondary experience or equivalent combination of education and experience. Preference given to Master's degree in Business, Sports Management or related field and prior post-secondary advising and/or athletic department experience. Valid state driver's license is required. *Degree(s) and coursework must be from a regionally accredited college or university.*

Duties and Responsibilities:

Provides administrative assistance to the Director of Athletics and Athletic Department staff, including, but not limited to, Liaison to Student Advisors for academic and career advising of student athletes, coordinates residence hall activities, serves as Secretary/Treasurer to the Appreciation Club, submits required documents to NJCAA and FCSAA on a timely basis, prepares and retains records regarding personnel, contracts, financial correspondence, etc., related to Athletic Department operations. Coordinates out of town travel, food and lodging for student athletes and coaches. Promotes college athletic programs and events by maintaining the department's web and social media networks.

Application information is available at www.chipola.edu/about/administrative-offices/human-resources/job-openings/. Inquires may be directed to Human Resources at chabotn@chipola.edu or (850)718-2205. Completed application, resume, and college transcripts should be submitted to:

Chipola College
Human Resources
3094 Indian Circle
Marianna, FL 32446

Candidates may be subject to background investigations, which may include, but are not limited to criminal history, credit history, driver's license, and/or previous employment and references.

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Inquiries may be directed to Wendy Pippen, Associate Vice President of Human Resources, Civil Rights Compliance Officer and Title IX Coordinator,, 3094 Indian Circle, Building A, Room 183C, Marianna, FL 32446, 850-718-2269, pippenw@chipola.edu