

**Assistant Athletic Director  
Birmingham-Southern College  
Job Description, 02/04; Rev 10/06; Rev 08/08**

**Position Summary:** The position of Assistant Athletic Director is responsible for assisting the Athletic Director in all game management, facilities maintenance, and concessions. The Assistant Athletic Director is required to abide by the rules and regulations established by Birmingham-Southern College, the Southern Collegiate Athletic Conference (SCAC), and the NCAA. BSC is a member of the NCAA at the Division III level.

**Essential Responsibilities:**

- Oversee the maintenance and preservation of all athletic facilities and equipment on the Birmingham-Southern College campus.
- Handle game management responsibilities for all athletic events on campus, with specific responsibilities for men and women's basketball.
- Oversee concessions operations for men and women's basketball, baseball, softball, and soccer contests.
- Maintain current policies and procedures to ensure compliance with all NCAA and SCAC rules and regulations. Communicate and educate coaches and staff of said rules. Handle all communications of interpretations of the rules to the NCAA and SCAC staff.
- Represent the College at Conference and NCAA meetings concerning institutional compliance.
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**Secondary Responsibilities:**

- Ensure all aspects of the facilities are ready for competition prior to first home contest, including scoreboards, bleachers, sound systems, chairs, court/goal padding, visiting team and official's locker room, etc.
- Ensure courtesy and hospitality is shown to officials and opponents.
- Track athletic bus usage and schedule maintenance.

**Education/Experience:**

Bachelor's degree required. A strong commitment to the Student-Athlete concept and a working knowledge of the NCAA rules and regulations is required.

**Organizational Relationships:**

The Director of Assistant Athletic Director reports directly to the Athletic Director and is a member of the Athletic Department.

**FLSA Classification:** Exempt

**IPEDS Classification:** 1V1