

# Position Specification

Director of Intercollegiate Athletics

UA Little Rock



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## Director of Intercollegiate Athletics

<b>Reporting To</b>	University Chancellor
<b>Direct Reports</b>	Associate AD/Senior Woman Administrator/Deputy Title IX Coordinator, Associate AD for External Operations, Associate AD for Compliance, Director of Athletic Performance, Head Athletic Trainer, Director of Facilities/Game Operations, General Manager – Little Rock Trojan Sports Properties, 10 Head Coaches, and an Assistant AD for Business Operations/Administrative Assistant.
<b>Location</b>	Little Rock, AR

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### University Description

#### UA Little Rock

<https://ualr.edu/about/>

The University of Arkansas at Little Rock is a metropolitan research university that provides an accessible, quality education through flexible learning and unparalleled internship opportunities. At UA Little Rock, we prepare our more than 8,000 students to be innovators and responsible leaders in their fields. Committed to its metropolitan research university mission, UA Little Rock is a driving force in Little Rock's thriving cultural community and a major component of the city and state's growing profile as a regional leader in research, technology, economic development, and job creation.

### Scope and Responsibilities

Under authority delegated by the Chancellor of the University, the Director of Intercollegiate Athletics (herein referred to as the Director of Athletics) has administrative responsibility for the direct supervision, approval, conduct and control of the athletic program. The Director reports directly to the Chancellor for the University of Arkansas at Little Rock and serves as a member of the Chancellor's Cabinet.

### Specific Responsibilities

- Responsible for the development, management, coordination, and supervision of a competitive DI intercollegiate athletics program with 15 teams, 28 coaches, 25 administrative staff, and over 275 student athletes, consistent with the university's mission and strategic priorities.
- Develop and reach achievable short-term and long-term fundraising goals in coordination with University Advancement that align with departmental and university priorities.
- Engage the community and alumni, including former athletes, by developing a strategic marketing plan to increase interest in UA Little Rock athletics.
- Administer, analyze, and manage the overall budget of the athletic department, consistent with applicable laws, accounting principles, University policies, and NCAA regulations.
- Recruit, hire, lead and develop the department and coaching staff. Create and implement a system for evaluating the professional competence, behavior, and performance of coaches and support staff.
- Provide leadership, policy development, and strategic planning for the athletics program.
- Build a culture of excellence in the department with a commitment to fostering continuous improvement that embodies respect, accountability, integrity, equity, and diversity, where the staff and student-athletes are championed.



- Emphasize the professional development of the athletic department staff to establish positive morale and relationships.
- Provide direction and leadership, while remaining compliant with all university, NCAA, and conference policies, rules, and regulations.
- Promote and represent the athletics department to all members of the university community including students, faculty, staff, alumni, and city, state, and local officials.
- Effectively communicate and collaborate closely with the Chancellor and her Cabinet Leadership Team.
- Oversee the wellbeing and academic progress of student athletes within the athletic department.

## Key Selection Criteria

### Required:

- Bachelor's degree
- Minimum of 5 years of intercollegiate athletic experience
- Proven goal-oriented fundraiser and relationship builder
- Commitment to the long-term success of the Athletic Department and its programs.
- Demonstrated leadership, management, supervisory, public relations, communications and interpersonal skills.
- Highest ethical standards in all aspects of life.
- Knowledge of and commitment to NCAA rules and regulations
- Experience in effectively communicating verbally and in writing the mission of the athletics department to coaches, staff, student athletes, administration, and community members.

### Preferred:

- Master's degree or other advanced post-graduate degree
- Seven (7) or more years of intercollegiate athletic experience at the NCAA Division I or II level
- Experience creating and adhering to departmental budgets.
- Knowledge of current trends in NCAA business, including Name, Image, and Likeness (NIL) and future direction of NCAA Divisions.
- Detailed experience with oversight of sport supervision, internal or external athletic areas such as fundraising, business, athletic training, strength and conditioning, marketing, etc.
- Oversight of capital projects related to athletic facilities

## Contact Information

**Tony Hernandez**  
Partner, Sports Practice  
Charlotte, NC  
T: +1 305-301-9843  
E: [thernandez@jobplex.com](mailto:thernandez@jobplex.com)

**Craig Thompson**  
Partner, Sports Practice  
Denver, CO  
T: +1 719-661-6392  
E: [cthompson@jobplex.com](mailto:cthompson@jobplex.com)

**Matt Toth**  
Client Engagement Manager  
Chicago, IL  
T: +1 708-822-3852  
E: [mtoth@jobplex.com](mailto:mtoth@jobplex.com)

**Paige Duffy**  
Executive Assistant to the CEO  
Chicago, IL  
T: +1 312-627-9301  
E: [pduffy@jobplex.com](mailto:pduffy@jobplex.com)



This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. Applications and nominations are now being accepted. For best consideration, please submit application materials as soon as possible.

Jobplex, a DHR Global company, is assisting the University of Arkansas at Little Rock in this search. Initial screening of the applications and nominations will continue until an appointment is made. Individuals who wish to nominate a candidate should submit a brief letter of nomination including contact information for the nominee. Application materials should include a resume, cover letter, and fundraising history.

Submission of documents as separate PDF attachments is strongly encouraged. Inquiries, nominations, and application materials should be directed to Jobplex via the email: ***UALR-AD@JOBPLEX.COM***