



Job Title	Vice President Athletics Director	Job Code	OT0513
Pay Plan	EXC	Pay Grade	0
Union	Non-Union	FLSA Status	Exempt
Job Family	Other	Union Code	0
		Subfamily	Athletics

Job Family & Subfamily Summary

Other Professionals include miscellaneous areas.

Athletics Professionals are responsible for developing, administering and monitoring various aspects of the University's athletics department.

Job Summary

Responsible to the President for developing and supervising a representative Intercollegiate Athletic program. Athletics are an essential part of the educational plan of the university and are subservient to the objectives and aims of education, operating under the same administrative control as any other department of the university. This position hires and organizes an athletic staff to recruit and lead teams in all approved Intercollegiate Athletic Programs, and is charged with the responsibility that all members of the staff have full knowledge and abide by the rules and regulations of the university, the National Collegiate Athletic Association, and the affiliated conference. Supervises the scheduling of all conference and non-conference contests and is expected to attend various events as a member of the President's leadership team, assist with collaborative fundraising/revenue generation initiatives campus wide and further advance the institution's mission.

Representative Duties

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- Recommends students for all athletic scholarships with an appropriate terms, conditions and duration
 - Ensures the eligibility of students to continue on scholarship aid while also providing a framework and environment for the educational success of all student athletes
 - Develops and recommends a budget for the Athletic Department and submits for approval to the UCF Athletic Association, Inc Board of Directors and University President
 - Develops procedures, including the preparation and maintenance of operation manuals as necessary to effectively manage the Intercollegiate Athletics Program for the University of Central Florida
 - Manages and enhances athletic facilities used controlled, or owned by UCFAA
 - Establishes a UCFAA Property and Facilities safety, compliance, and maintenance program with an annual report to the UCFAA Board of Directors
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- Coordinates with university personnel to manage and enhance the athletic trademarks, logos trade dress and intellectual property
 - Manages a social media presence for UCF Athletics across different online platforms
 - Establishes social media guidelines for all UCFAA employees
 - Administers the budget under the procedures approved by the President of the University and in accordance with all applicable Florida laws/regulations, and guidelines
 - Acts as an athletic Public Relations Director for the university in general and specifically for the Intercollegiate Athletics Program to the community as it relates to fundraising activities
 - Formulates long-range plans and funding programs for athletics and makes recommendations to the UCF Athletics Association, Inc Board of Directors and University President and recommends changes to the Athletic Committee in their advisory status to the President

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
15+ years of relevant work experience 7+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.