



**Assistant Athletic Director
Athletics**

Position Summary

Mitchell College, and our championship winning NCAA Division III athletic program, is currently seeking a full-time Assistant Athletic Director. Reporting to the Athletic Director, the incumbent is responsible for assisting the department with the execution of assigned departmental goals, directing and overseeing various areas of academic success, supervision of part-time coaches, recruiting and scheduling, along with actively supporting the athletic department's fundraising efforts in coordination with the Advancement Office. In addition, the AAD will serve as a proxy to the Athletics Director in his/her absence and the department Scheduling Coordinator. The AAD will also be responsible for the supervision of the Student Athlete Advisory Committee (SAAC) and representing Mitchell College as a Senior Administrator at NCAA conferences and related meetings.

Required Education and Experience:

- Master's degree
- Collegiate administration experience – NCAA Division I, II, or III (playing experience preferred)
- Excellent communication and interpersonal skills and the ability to establish and maintain effective working relationships with students, faculty, and staff.
- Current and valid driver's license.
- Current First Aid, CPR & AED certification.

At Mitchell College, over 30% of our students are varsity athletes so while we are small, we are fierce. With 13 Conference Championships in recent years, students can count on competitive play as part of a close community of athletes who cheer each other on at every game. Mitchell's focus on the success of our students shows with coaches who combine strong professionalism with a commitment to building relationships with each student, supporting their best on the field and in the classroom.

Mitchell College is a small, private college that has been an invaluable resource for southeastern Connecticut for over 75 years. Mitchell's personal, mentoring approach activates strengths in our students that allows them to achieve levels of success and leadership they may not yet have imagined for themselves. Mitchell has a strong tradition of celebrating and supporting diverse ways of learning, and is committed to the broader community through partnerships and internships. Located on a beautiful waterfront campus in historic New London, it is also home to championship NCAA Division III athletics and the Duquès Academic Success Center, which includes the renowned Bentsen Learning Center.

This is a year-round, full-time, FLSA exempt level position with full College benefits. For full candidate consideration, please send a cover letter, your CV/resume and 3 references (contact information or letters) by **May 5, 2017** to jobs@mitchell.edu. The application review process may commence immediately upon receipt of your letter of interest, though references will not be contacted until the applicant has been notified. A hiring decision may be made in advance of the application date based on the quality and quantity of applications received.