

## *Position Announcement*

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### **John Carroll University Senior Director of Athletics and Recreation**

John Carroll University (JCU) is a Jesuit Catholic university dedicated to developing women and men with the knowledge and character to lead and to serve. Founded in 1886, JCU is one of 28 Jesuit universities in the United States and has been listed in U.S. News & World Report magazine's top 10 rankings of Midwest regional universities for more than 20 consecutive years. JCU enrolls approximately 3,000 undergraduate students and 700 graduate students in degree programs in nearly 60 major fields. The JCU campus is situated in University Heights, Ohio, an attractive residential suburb 10 miles east of downtown Cleveland. John Carroll University is a member of the Ohio Athletic Conference and participates in 23 varsity sports.

#### **The Position**

Reporting to the Vice President for Student Affairs, the Senior Director of Athletics and Recreation provides innovative and strategic leadership, program development, and administration of a NCAA Division III intercollegiate athletics program as well as club sports, intramural, personal fitness and recreational programs focused on the personal growth and development of student-athletes and the overall physical well-being of all students. The Senior Director is responsible for articulating the Department's vision and goals consistent with John Carroll University's mission and strategic priorities, fostering the Blue Streaks athletic tradition, and encouraging the principles of excellence, integrity, respect, sportsmanship, diversity and inclusion. The Senior Director manages the overall operations of and planning for the Department of Athletics and Recreation, including: selection, supervision and development of professional and student staff; management of annual operating and restricted budgets, and stewardship of the Department's fiscal and facility resources; event scheduling and management; public/community relations; and the administration of high quality, student-centered, innovative and cost effective programs. The Senior Director serves as the Athletic Department's chief ambassador and collaborates with a variety of stakeholders both on- and off-campus including those associated with Academic Affairs, Enrollment, Advancement, Alumni Relations, Integrated Marketing and Communication (IMC), Facilities, Budget, and Mission and Identity. The Senior Director serves as an integral member of the Division of Student Affairs senior leadership team.

#### **Qualifications**

A Bachelor's degree and seven or more years of athletic administration experience at the collegiate level including at least three years of supervisory experience and a proven track record of progressive experience in leadership roles with a complex, dynamic and diverse organization. A Master's degree and NCAA DIII experience as an athlete, coach or administrator are preferred. The ideal candidate will possess a comprehensive understanding of intercollegiate athletics administration, student-athlete recruitment and development, fundraising experience, and an extensive knowledge of NCAA policies, regulations and compliance issues appropriate to a Division III environment; strategic planning skills and strong fiscal and budget management abilities; and a collaborative management approach, coupled with superior communication and relationship-building skills

#### **Application and Nomination**

Review of applications will begin February 9, 2018 and will continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at

[www.spelmanandjohnson.com/open-positions](http://www.spelmanandjohnson.com/open-positions). Nominations for this position may be emailed to Dell Robinson at [ddr@spelmanjohnson.com](mailto:ddr@spelmanjohnson.com) or Mark Hall at [mah@spelmanjohnson.com](mailto:mah@spelmanjohnson.com). Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

**Spelman Johnson**

John Carroll University – Senior Director of Athletics and Recreation  
Dell Robinson, Search Associate  
Mark Hall, Vice President

**Visit the John Carroll University website at [www.jcu.edu](http://www.jcu.edu)**

*JCU will not discriminate against any employee or applicant for employment based on race, age, sex, religion, ethnic or national origin, disability, military or veteran status, sexual orientation, genetic information, or any factor protected by law. JCU is committed to inclusion and diversity as constitutive elements of our Jesuit Catholic identity.*