

Job Description

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Job Details

Job Title Associate Athletic Director - Student-Athlete Development and Diversity & Inclusion
Location Staff/Admin Employment Service

Job ID 95112**Full/Part Time** Full-Time**Regular/Temporary** Regular**Favorite Job** ☆

SA - Athletics

Associate Athletic Director**Student-Athlete Development and Diversity & Inclusion**

Job Summary

This senior-level position oversees the strategic vision and program implementation for diversity and inclusion within BYU Athletics including for minority student-athletes in the following core areas: the core areas of race/ethnicity, international, LGBTQ & SSA, and student-athletes of other faiths (minority student-athletes). This position also oversees the strategic vision and program implementation for BYU student-athlete development including the core areas of leadership and life-skills development, community involvement, career preparation, and life-after-sport transition. As a member of the Athletic Department Senior Leadership Team, this position provides critical insight and perspective toward the overall vision and goals of BYU Athletics.

Essential Functions

• **Diversity & Inclusion**

- Oversee the strategic master plan for BYU Athletics Diversity & Inclusion
- Serve as BYU's NCAA Athletics Diversity and Inclusion Designee (ADID)
- Oversee the creation and submission of the NCAA Diversity, Equity and Inclusion Report
- Chair the Athletic Department's Diversity & Inclusion Council
- In conjunction with Executive Athletic Administration, cultivate policies, practices, and structures that promote an equitable and inclusive environment for student athletes, coaches, and staff
- Meet with and mentor minority student-athletes
- In conjunction with the Athletics HR Liaison, cultivate hiring practices, procedures, and processes that cultivate and support the recruitment of diverse candidate pools in compliance with the WCC Russell Rule
- Oversee the development and execution of annual diversity & inclusion training for coaches, student-athletes, and admin/staff.
- Oversees educational programs and initiatives that promote intergroup communication and engagement and creates opportunities for students, coaches, staff, and administrators to engage across differences and build bridges of understanding
- Oversee the development and execution of programming to support minority student-athletes
- Connect minority student-athletes with relevant campus and community resources
- Oversee programming and resources that assist minority student-athletes in acclimating to campus and the local community
- Build bridges across BYU's national network through coordination with and involvement in governing and professional organizations such as the NCAA Office of Inclusion, the Minority Opportunities Athletic Association (MOAA), and the Women Leaders in College Sports organization
- Collaborate with Marketing and Communications & Media Strategy teams on external initiatives including the annual NCAA Diversity & Inclusion social media campaign and in-game fan educational pieces and promotions
- Oversee local and out-of-state community engagement and student-recruitment initiatives focusing on under-represented populations and marginalized communities
- Collaborate with the Creative Services team to develop and distribute marketing materials for programs and events and manage the Diversity and Inclusion annual event calendar

• **Student-Athlete Development**

- Oversees the strategic vision and program implementation in the core areas of leadership and life-skills development, community involvement, career preparation, and life-after-sport transition, that enhances the student-athlete experience through the promotion of personal growth, in coordination with campus constituencies and outside resources.
- Supervise and provide strategic direction to the Student-Athlete Welfare Coordinator
- Oversee the development and execution of life-skills programming including financial literacy, time-management, relationship skills, and professional development.
- Oversee the development and execution of career preparation programming including career fairs, networking opportunities, workshops on resume-writing and interviewing skills
- Oversee the development and execution of a mentoring program that fosters mentoring relationships between student-athletes and BYU alumni and donors
- Oversee the development and execution of student-athlete leadership programming
- Promote NCAA student-athlete leadership development opportunities including the NCAA Student-Athlete Leadership Forum, NCAA Career in Sports Forum, NCAA Post-Graduate Internship program, and NCAA Athletes Using Their Power (A4)
- Oversee the development and execution of strategic plan regarding the life-after-sport transition including implementing the NCAA "After the Game" curriculum and programming
- Oversee the development and execution of community service programming, activities, initiatives, special projects, and events
- Meet with prospective student-athletes and their families during official and unofficial visits
- Liaison with the Associate Dean of Students/ Student-Athlete Life & Learning Center Director on relevant programming and joint initiatives
- Collaborate with departments across campus concerning relevant campus resources to help student-athletes adjust to campus life, maximize opportunities during their time at BYU, and prepare for life/career after BYU
- Collaborate with Creative Services to develop and distribute marketing materials for programs and events and manage the Student-Athlete Development annual event calendar.

Education/Experience

- Required:
 - Bachelor's Degree
 - 3 years of experience in related field
- Preferred:
 - Master's Degree
 - 3-5 years of NCAA Division I college athletics experience specializing in diversity & inclusion and/or student-athlete development

Skills, abilities or knowledge needed:

- Excellent communication and interpersonal skills related to relationship building, cultural competency, and conflict resolution.
- Strong organizational, time management, and problem-solving skills
- Working knowledge of intercollegiate sports and administrative functions of a Division I athletics program, including applicable NCAA rules and regulations.
- Familiarity with the NCAA Diversity and Inclusion and Student-Athlete Development initiatives and goals
- Alignment with the mission and vision of Brigham Young University and BYU Athletics
- Ability to organize resources and establish priorities, to conduct program planning and implementation, and to make administrative/procedural decisions and judgments
- Advanced computer and office skills
- Willingness to comply with NCAA, West Coast Conference, and University rules and regulations.
- A passion for and commitment to student-athlete development and diversity & inclusion.

Employee Class: Administrative

Work Location: Provo Campus

Environment: General office or other equivalently good environment

Desired Start Date: 01/30/2021

Job Close Date: 01/29/2021

Pay Level: 54

Approximate Starting Salary: Depends on qualifications and experience

Documents Required at time of Application:

Required: Cover Letter, Resume

Optional: Letter of Recommendation 1

Equal Opportunity Employer: m/f/Vets/Disability

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