Department of Athletics  
Associate Director of Athletics

Colorado School of Mines Department of Athletics invites applications for the Associate Director of Athletics.

Colorado School of Mines is a public research university devoted to engineering and applied science. Located along the front range of the Rocky Mountains in Golden, Mines is just minutes away from Boulder and Denver offering a unique combination of mountain living coupled with large city amenities. With more than 300 days of sunshine a year, Golden is an ideal location to program year-round recreational activities. Mines is an NCAA Division II member and competes in the Rocky Mountain Athletic Conference (RMAC). Mines’ intercollegiate athletics program provides student-athletes with the opportunity to participate in 18 varsity sports. As one of 15 schools in the Rocky Mountain Athletic Conference, Mines provides an excellent opportunity and environment for both the scholar and the athlete. For more information visit us at: www.mines.edu.

Responsibilities: Reporting to the Director of Athletics, the Associate Director of Athletics will work to support the mission and core values of the University and Department, and assist with all aspects of athletics as needed. Duties include but are not limited to:

- Manage the day-to-day marketing and sponsorship sales functions for the Department of Athletics.
- Chair Department of Athletics Marketing Committee.
- Generate leads and successfully close advertising and sponsorship partnerships.
- Implement client and donor hospitality and fundraising events.
- Assist all sports and Director of Athletics with fundraising events and programs.
- Act as liaison to student associations.
- Sport supervision and administration as assigned by Director of Athletics.
- Act as game day administrator for home and away events as assigned by Director of Athletics.
- Supervise game day event staff.

Mines is an Equal Opportunity/Affirmative Action employer and educator that recognizes that diversity is crucial to its pursuit of excellence in learning and research. Mines is committed to developing student, faculty, and staff populations with differing perspectives, backgrounds, talents, and needs and to creating a richer mix of ideas, energizing and enlightening debates, deeper commitments, and a host of educational, research, and service outcomes. As such, Mines values candidates who have experience working in settings with individuals from diverse backgrounds. Minorities, women, veterans, and persons with disabilities are strongly encouraged to apply.

Required Qualifications: Bachelor’s degree with an emphasis in a discipline that is related to athletics administration and professional experience in collegiate athletics administration is required. Thorough knowledge of NCAA rules and regulations is required. Also required are excellent oral and written communications and interpersonal skills. Applicants must demonstrate the skills necessary to foster a creative team focused environment. Must be available to work evenings and weekends.

Employment with Mines is contingent upon the satisfactory completion of a background investigation.
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**Desired Qualifications:** Advanced degree with an emphasis in sports administration, health, physical education and recreation or related field. Experience in marketing and/or fund raising at the collegiate athletics level. Experience coaching and recruiting or direct sport administration at the collegiate level. Proven commitment to student learning and academic success.

**Conditions of Employment:**
- Position requires working on evenings and weekends as necessary
- Position requires frequent in-state and out-of-state travel

**Compensation:** Salary and benefits will be commensurate with qualifications and experience. Mines provides an attractive benefits package including fully paid health and dental insurance. Part of Mines’ mission is to create a family-friendly environment supported through our dependent tuition benefits, parental leave benefits, and dependent care assistance plan, as well as in special events, camps, and programming. For more information visit: [http://family.mines.edu/](http://family.mines.edu/)

**How to Apply:** Applicants must submit a letter of application, resume and of the names and contact information for three professional reference to: Colorado School of Mines, Human Resources Office, Search #16-141160, 1500 Illinois Street, Golden, CO 80401, Fax: (303) 384-2025.

Electronic applications are encouraged and will be accepted at fsearch@mines.edu. If using this method of application, please put the search number as indicated above (in bold) in the subject line to ensure that your materials are properly forwarded to the search committee.

Review of applications will begin by June 20, 2016.