

ATHLETICS DIRECTOR

Texas Southern University Job Description

| Human Resources

Job Title: ATHLETICS DIRECTOR
FLSA: Exempt
Pay Grade: 120
Revised Date: June 2026

JOB SUMMARY

The Athletics Director reports directly to the Senior Vice President/Chief Administration Officer. This position provides strategic leadership, direction, and oversight for all intercollegiate athletics programs, ensuring alignment with the University's mission, regulatory compliance, fiscal responsibility, and the overall success and well-being of student-athletes.

DISTINGUISHING CHARACTERISTICS

The Athletics Director is the chief administrator for the Athletics Department and is responsible for setting the vision, strategic priorities, and operational standards for a comprehensive collegiate athletics program. This role requires executive leadership, decision-making authority, and collaboration across institutional and external stakeholders.

DUTIES AND RESPONSIBILITIES

Leadership & Administration

- Provide strategic leadership and oversight for all athletics programs, staff, and operations.
- Establish departmental goals, policies, and procedures aligned with University objectives.
- Serve as a key advisor to executive leadership on athletics-related matters.

Compliance & Governance

- Ensure full compliance with NCAA, Southwestern Athletic Conference (SWAC), and applicable federal, state, and local regulations.
- Promote a culture of integrity, ethical conduct, and accountability within the department.

Student-Athlete Success & Welfare

- Champion academic achievement and monitor student-athlete academic progress and eligibility.
- Promote student-athlete health, safety, and well-being in collaboration with sports medicine and performance staff.
- Support programs that foster personal development, leadership, and career readiness.

Financial Management & Budget Oversight

- Develop, manage, and monitor the athletics department budget.
- Ensure responsible allocation of resources to support team travel, operations, scholarships, and program needs.
- Oversee revenue generation, including ticket sales, sponsorships, fundraising and partnerships.

Name, Image, and Likeness (NIL) & Modern Athletics Management

- Provide leadership in navigating Name, Image, and Likeness (NIL) opportunities.
- Support student-athletes in maximizing NIL opportunities in alignment with institutional policies.
- Integrate emerging trends and best practices in collegiate athletics.

Scheduling & External Relations

- Oversee the development of competitive schedules and negotiation of game contracts.
- Represent the University in conference affiliations, NCAA matters, and external partnerships.
- Cultivate relationships with alumni, donors, community members, and other stakeholders.

Staff Leadership & Development

- Hire, supervise, and evaluate coaches and athletics staff.
- Foster a culture of professional development, collaboration, and high performance.
- Ensure appropriate staffing and organizational structure to support program success.

Operations & Facilities

- Oversee athletics facilities, event management, and game-day operations.
- Coordinate with internal units to ensure safe and efficient operations.

Other Duties

- Perform other job-related duties as assigned.

SCOPE OF RESPONSIBILITIES

The Athletics Director is responsible for the comprehensive management and success of the Athletics Department, including strategic planning, compliance, financial oversight, personnel management, and student-athlete development. The position operates with a high degree of autonomy and accountability, making decisions that significantly impact institutional reputation, competitive success, and student outcomes. The role requires collaboration with executive leadership, faculty, staff, alumni, and external partners, and carries responsibility for ensuring adherence to all applicable governing bodies while advancing the University's athletics vision.

MINIMUM REQUIREMENTS

Education and Experience

Master's degree in Sports Management, Education, Business Administration, or a related field, and ten (10) years of progressively senior-level leadership experience in athletics administration, preferably in higher education.

Ability to maintain the security or integrity of critical infrastructure, which may include communications systems, computer networks and systems, cybersecurity systems, electrical grid, hazardous waste treatment or water treatment system.

Licenses, Registrations, Certifications, or Special Requirements

None required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- NCAA rules, regulations, and compliance requirements.
- Intercollegiate athletics administration and operations.

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- Budgeting, financial management, and resource allocation.
- Applicable federal, state, and local laws and regulations.
- Institutional policies, procedures, and governance structures.
- Student-athlete development and support services.
- Banner or similar enterprise systems and Microsoft Office Suite.

Skill in:

- Strategic planning and organizational leadership.
- Budget oversight and financial analysis.
- Decision-making and problem-solving.
- Managing multiple priorities and deadlines.
- Supervising, mentoring, and evaluating staff.
- Building relationships and collaborating across diverse groups.
- Effective written and verbal communication.

Ability to:

- Lead a complex organization with multiple teams and priorities.
- Analyze data and prepare detailed reports.
- Work independently and exercise sound judgment.
- Communicate effectively with a wide range of stakeholders.
- Promote an inclusive and respectful environment.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is primarily performed in an office environment with frequent standing, walking, and use of a computer. Some lifting of light objects may be required. The position requires travel, as well as attendance at evening and weekend events, including athletic competitions and community functions.

This job description is intended to be generic in nature and describe the essential functions of the job. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities may vary based on the specific tasks assigned to the position.