### Position Title

Assistant Athletic Director-External Affairs

### TTC Title and Code

Athletics Assistant Director (D2/D3) – AT048

### FTE

100%

### Principal Work Location

UW-Stevens Point Main Campus, Marshfield Clinic Champions Hall

### Supervisor

Brad Duckworth, Athletics Director

### Department

Athletics

### Division of Athletics

http://athletics.uwsp.edu/index.aspx?path

### University Description

Recently ranked in the Top 10 Public Universities in the Midwest by US News and World Report, UWSP provides challenging academics and a rich array of extra-curricular opportunities within a supportive regional community with over 9,000 students. More than 400 faculty members and teaching staff provide over 120 programs, with a student-to-faculty ratio of 22:1. Committed to developing global citizens, UWSP has a strong focus on sustainability, and engages the highest percentage of students in study abroad within the University of Wisconsin System.

Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit [www.joinuwsp.org](http://www.joinuwsp.org) for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit [www.EverythingPointsHere.com](http://www.EverythingPointsHere.com).

### Position Summary

Under the general direction of the Athletics Director, supervises all external operations. Preparing budgets and allocating spending on items such as assistant coaches' salaries, team travel, equipment purchases, and facility upkeep. Responsible for identifying and cultivating potential corporate donors; overseeing a variety of fundraising events and activities. The position will manage, develop and implement marketing and promotional, including student and community outreach, game day atmosphere, and other elements.

### Required Qualifications

- Bachelor’s degree from an accredited college or university
- Three years experience in collegiate athletics administration or related field

### Preferred Qualifications

- Master’s Degree
- Experience working with corporate sponsors and contracts
- Demonstrated budget management
- Experience managing staff and supervising sports
### How To Apply

Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How To Apply” document for more information.

### Anticipated Appointment Date

TBD

### Terms of Employment

This is an Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.

UW Stevens Point provides a competitive benefits package including monthly premiums starting at $32, deductibles starting at $250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our [Total Rewards page](#).

### Deadline

To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on April 21, 2022. However, screening may continue until the needs of the recruitment are met.

Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:
- Cover letter addressing qualifications and experience
- Resume
- Contact information for three professional references
  (Official Transcripts required of finalist)

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

### Position Contact

For additional information regarding the position, please call or email:

Tony Bouressa, Chair, Search and Screen Committee
Email: tony.bouressa@uwsp.edu

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### Human Resources Contact

If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:

Human Resources
Email: human.resources@uwsp.edu
Phone: 715-346-2606

### Special Notes

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at [https://www.uwsp.edu/dos/clery/Pages/default.aspx](https://www.uwsp.edu/dos/clery/Pages/default.aspx).
The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings have changed. Job duties and responsibilities remain the same. For more information please visit: wisconsin.edu/ohrwd/title-and-total-compensation-study/.

*PTO offering prorated based on start date and hours worked.