



## Belhaven University

### POSITION DESCRIPTION

#### ***Assistant/Associate Director of Athletics for Compliance and Administration***

Belhaven University, a Christ-centered university located in Jackson, MS, is receiving applications for the role of Assistant/Associate Director of Athletics for Compliance and Administration. The successful candidate will direct a successful, competitive NCAA Division III compliance program along with additional administrative and oversight responsibilities. This work will be grounded in discipleship and mentoring, leading student-athletes to compete for championships and to mature as men and women created in the image of God.

Belhaven is an NCAA Division III institution sponsoring seventeen sports programs and holding primary conference membership in the Collegiate Conference of the South (CCS) while competing in football in the USA South Conference (USAS). Belhaven University is also an active member of the Council for Christian Colleges and Universities (CCCU).



**RESPONSIBILITIES:** The Assistant/Associate Director of Athletics reports directly to the Vice President and Director of Athletics and is responsible for all aspects of athletics compliance including administration of NCAA, CCS, and USA South regulations, tracking sport roster recruiting and retention, oversight of rules education and testing, certification of student-athlete eligibility, coordination of practice and playing seasons, the monitoring of PSA campus visits, and the completion of annual NCAA, conference, and university reports. The Assistant/Associate Director of Athletics will be responsible for the management of game-day operations and have direct oversight of administrative areas to be determined, as well as other duties assigned by the supervisor.



**REQUIREMENTS:** A Bachelor's degree (Master's degree preferred) with a minimum of three-five years of experience in collegiate athletic administration. NCAA compliance experience strongly preferred with NCAA Division III compliance experience a plus. Additionally essential to the role are effective verbal and written communication skills, a demonstrated capacity for organization and accuracy, mature interpersonal abilities in working with student-athletes, parents, departmental and university personnel, and the public.

The candidate must fully support the vision and mission of the University as well as subscribe to its statement of faith (<http://www.belhaven.edu/belhaven/mission.htm>).

The Assistant/Associate Director of Athletics for Compliance and Administration is a full-time salaried position with the final title and compensation being commensurate with experience. Benefit packages are available to include health, dental and vision insurance as well as retirement.

Interested applicants must make application by **submitting one PDF** containing each of the following items: 1) Letter of interest, 2) Resume, 3) Reference List with contact information, and 4) A brief, written account (no more than 750 words) of your spiritual pilgrimage, including the time and circumstances surrounding becoming a believer in Christ and insights into your current relationship with Christ. Follow the link attached below to review the Belhaven University's Commitment Statement including employee expectations: [http://www.belhaven.edu/belhaven/employment\\_pdfs/LetterOfEmploymentCommittment.pdf](http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommittment.pdf). Candidates offered this position will be asked to sign, accepting this commitment. Only applicants should address its materials to Scott Little, Vice President and Director of Athletics and submit all four items will be considered. Applications should be forwarded to [opportunity@Mammothconsulted.com](mailto:opportunity@Mammothconsulted.com). Resumes will be accepted until the position is filled and the date of hire is available as soon as early December 2024. Questions, inquiries, and nominations can be directed to Dr. Kurt Patberg, Vice President of Mammoth Sports Consulting at [kurt.patberg@mammothconsulted.com](mailto:kurt.patberg@mammothconsulted.com).

***Additional information may be found at [www.belhaven.edu](http://www.belhaven.edu)***



About Jackson, Mississippi Jackson is the capital of and the most populous city in the state. The city is also one of two county seats of Hinds County. The city itself has a population of approximately 150,000. Jackson is the anchor for the Jackson metropolitan statistical area, the largest metropolitan area completely within the state and the 10th largest urban area in the Deep South. With a 2020 population estimated at around 600,000, metropolitan Jackson is home to over one-fifth of Mississippi's population. The city sits on the Pearl River among three adjoining counties offering the region's best and most numerous offerings in schools, communities, health care, and recreational activities. Founded in 1821 as the site for a new state capital, the city is named after General Andrew Jackson, who was honored for his role in the Battle of New Orleans during the War of 1812 and later served as U.S. president. Today, the largest metro area in Mississippi is leading the charge for the state's arts, culinary and cultural progression. Compared with other similarly sized metro areas, Jackson is very affordable. The median home sale price is significantly lower than the national median, and Jackson residents pay less for groceries, utilities, and transportation than those living in other large urban areas.

