



The University of Iowa
Department of Intercollegiate Athletics

ANNOUNCEMENT OF POSITION VACANCY



Assistant Athletics Director, Diversity, Equity and Inclusion

Type of Position: Regular 100% time; At-Will; FLSA Exempt

Apply By: May 24, 2022 (or no later than 14 calendar days from posting date)

The University of Iowa Athletics Department seeks applications from self-motivated, results-oriented individuals with the knowledge, ability and interpersonal skills required to serve as *Assistant Athletics Director, Diversity, Equity and Inclusion* – a full-time position, salary commensurate with qualifications and experience, including full University benefits. The University of Iowa is an NCAA Division I institution and a member of the Big Ten Conference. The Department of Athletics manages 22 varsity sports programs and related events with a workforce of approximately 200 regular employees and 300 temporary employees. Athletics is a people-centric organization that operates under a “**Win. Graduate. Do It Right.**” philosophy. For more information regarding Athletics, please click [here](#).

Responsibilities: Under the direction of the *Senior Associate Athletics Director for Student-Athlete Academic Services*, the *Assistant Athletics Director, Diversity, Equity, and Inclusion* is responsible for the creation and implementation of diversity initiatives for student-athletes, coaches, and staff; assisting with the recruitment and retention of student-athletes, coaches, and staff from diverse backgrounds; oversight of the UI Athletics DEI committees and workgroups and DEI strategic plan; ensuring that the strategic goals within the strategic plan are in alignment with campus-wide diversity policies and practices; and assisting all Iowa student athletes (with an emphasis on underrepresented students) with making a smooth transition into college life socially, academically and athletically. This position will work collaboratively with coaches, administrators, department and campus staff and sport specific, player development positions, on DEI programs and initiatives. Some weekend and evening hours will be required.

For a full job description, please send an e-mail to the contact listed below.

Benefits Highlights: Excellent fringe benefit package including paid vacation and sick leave; health, dental, life and disability insurance options; and generous employer contributions into retirement plans. This position will also be eligible for Athletics Specific Staff Privileges and Taxable Benefits. The University of Iowa is

a Big Ten, nationally ranked research university with 30,000 students located in Iowa City. A vibrant community boasting excellent public schools, safe, comfortable neighborhoods, affordable housing, a highly educated population, and numerous cultural, recreational and sporting opportunities and events contribute to the Iowa City area frequently appearing high on the best-places-to-live listings. Go to "[Working at Iowa](#)" to learn more.

POSITION QUALIFICATIONS

Required Qualifications:

- Master's degree in Sport and Recreation Management, Higher Education, Student Affairs or related field or an equivalent combination of education and experience;
- Minimum of two years' experience working with under-represented populations in an academic, student affairs or DEI setting, including student-athletes;
- Demonstrated experience leading or participating in DEI efforts/programming in complex organizations, preferably within higher education, athletics or related institutions;
- Outstanding oral, written and electronic communications skills as demonstrated through effective and creative presentation/training delivery; public speaking engagements; development of creative promotional or educational communications; and delivery of complex and sensitive information;
- Ability to work constructively and collaboratively in a diverse environment, demonstrating strong interpersonal skills and ability to build trusting relationships;
- Program and/or administrative supervisory experience;
- Demonstrated working knowledge and ability to effectively collaborate with a student services operation that supports student educational experiences and retention;

Desired Qualifications:

- One or more years experience working with campus and athletic department administrators on student-based programming and initiatives pertaining to DEI;
- Experience working with a high-profile NCAA Division I or professional sports team;
- Demonstrated working knowledge and ability to:

- Adhere to NCAA rules;
 - Utilize basic office productivity software (similar to Microsoft Office 365) and online database systems, such as Front Rush, Teamworks or Grades First (please specify);
 - Assist with the development and delivery of effective life skills programming;
 - Collaborate with campus partners and alumni to create and promote career development opportunities for student-athletes;
 - Develop and oversee external outreach projects and networking, including community service and alumni relations.
- Basic knowledge and understanding of the professionalism and intensity necessary to successfully contribute to a Division I athletics program;
 - Demonstrated ability to build collaborative partnerships and maintain productive, sustained relationships with students, staff and campus partners;
 - Candidates must be willing to work some weekend and evening hours, as needed.

Position and Application Details:

Visit our website at <https://jobs.uiowa.edu> and search for keyword “Assistant Athletics Director”. Only applications submitted at <https://jobs.uiowa.edu> will be accepted.

In order to be considered for an interview, applicants must upload the following documents and mark them as a “Relevant File” to the submission:

- Resume
- Cover Letter

Job openings are posted for a minimum of 14 calendar days and may be removed from posting and filled any time after the original posting period has ended.

Successful candidates will be subject to a criminal background check and credential/education verification. Up to 5 professional references will be requested at a later step in the recruitment process.

As a part of the University of Iowa’s review of your application and consistent with its policies and practices, the University may access and/or view information about you that is job-related and publicly available on the internet, including but not limited to information on social media sites. The access, viewing and/or use

of such information is governed by the University's [Policy on Human Rights](#), as well as state and federal law.

For questions or additional information, please contact athl-human-resources@uiowa.edu.

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Director, [Office of Institutional Equity](#), the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705, oiie-ui@uiowa.edu.