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 Deputy Director of Athletics/Chief Operating Officer - 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: The Deputy Director of Athletics/Chief Operating Officer is responsible for providing administrative oversight for all Athletics Department day-to-day operations, including various sports programs and administrative support units such as Compliance, Finance, Facilities, Human Resources, Information Technology and Sports Performance; Will serve as the second-highest ranking athletics department administrator and primary departmental decision maker in absence of the Director of Athletics.

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. 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.

Required Qualifications:

- Master’s Degree or an equivalent combination of education and experience;
- Minimum of 10 years of progressively more complex administrative and managerial experience within an NCAA Division I Athletics program;
- Demonstrate extensive knowledge and ability to:
  - Communicate effectively and build relationships with a wide variety of constituents, including students, coaches, Athletics executive team, Athletics staff, parents, institutional staff, NCAA and conference personnel, supporters, media personnel, Faculty Athletics Representatives, Presidential Committee on Athletics, and others;
- Hire, manage and organize personnel (coaches and/or administrative staff) to achieve an efficient work environment;
- Form and lead a team to success, including set strategic goals, monitor progress, evaluate performance and follow-up to achieve specific objectives;
- Develop and maintain campus/community partnerships and relationships;
- Develop and monitor budgets;
- Effectively resolve service challenges.

- Demonstrated experience and expertise to work effectively with an Athletic Conference on national intercollegiate athletics issues;
- Ability to work constructively and collaboratively in a diverse environment, demonstrating strong interpersonal skills and ability to build trusting relationships; Experience Implementing effective strategies for promoting a diverse environment;
- Demonstrated commitment to integrity, inclusion, diversity, gender equity, student well-being, and knowledge of NCAA, Title IX and Title VII compliance; and
- A working proficiency in general office software applications, such as Microsoft Office Suite/Office 365, and online database systems.

**Desired Qualifications:**

- Management experience at a high profile NCAA Division I institution;
- Previous experience in a Director of Athletics position;
- Extensive knowledge and experience in some combination of the following critical intercollegiate athletics functional areas:
  - Sports administration; experience with high-profile sports highly preferred
  - Sport and Championship event management
  - Student-athlete sports performance and health services
  - Facilities and grounds management
  - Human resources
  - Business and finance operations
  - Information Technology
  - Compliance and Sports Performance
- Demonstrated hands-on, collegial and collaborative leadership style that is effective throughout all levels of the organization.

**Application Details:**
Visit our website at [https://jobs.uiowa.edu](https://jobs.uiowa.edu) and search for keyword “Deputy Athletics Director”. Only applications submitted at [https://jobs.uiowa.edu](https://jobs.uiowa.edu) will be accepted.
• Applicants must upload a resume and cover letter and mark them as a “Relevant File” to the submission. Applications without both a cover letter and resume will be considered incomplete and ineligible for consideration.
• 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.
• The successful candidates will be subject to a credential and criminal background check.
• Five 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 is an equal opportunity/affirmative action employer. All qualified candidates are encouraged to apply and will receive consideration for employment free from discrimination 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.