The University of Iowa Department of Intercollegiate Athletics

ANNOUNCEMENT OF POSITION VACANCY
Director of Track & Field/Cross Country Operations

Classification Title/Code: Athletics Administrative Professional (PSA1)
Working Title: Director of Track and Field/Cross Country Operations
Department: Intercollegiate Athletics
Staff Type: Professional & Scientific
Type of Position: Regular 100% time; At-Will; FLSA Exempt
Pay Level: 4A
Salary Range: $44,000 to $60,000
Apply By: (within 14 days of initial posting)

The University of Iowa Department of Athletics seeks a self-motivated, results-oriented individual with the knowledge, ability and interpersonal skills required to serve as Director of Track & Field/Cross Country Operations. This is a full-time position with a salary range of $44,000 to $60,000 commensurate with education and experience and includes full University benefits.

The successful candidate will assist in the administration of all operational aspects of conducting a successful Division I intercollegiate men’s and women’s track and field/cross country program. Duties to include arranging team travel and meals, assisting with organization and execution of sports camps and clinics, overseeing student managers, organizing team banquet and alumni events; assisting with on-campus recruiting and other duties as assigned. This position requires some travel, work in the evenings, on weekends and holidays.

The University of Iowa is a NCAA Division I Power Five 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.

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:
• Bachelor’s degree (or international equivalent) or equivalent combination of education and experience;
• Minimum of two years of related administrative work experience in an intercollegiate athletics program, organizing and managing complex functions;
• Excellent administrative and organizational skills with ability to prioritize time-sensitive tasks and projects according to deadlines;
• Working knowledge and ability to:
  o Utilize basic office productivity software and online database systems (please specify)
Demonstrate excellent written and verbal communication skills interacting with vendors, travel agencies, event managers, and customers/donors/fans
Work constructively and collaboratively in a diverse environment, demonstrating strong interpersonal skills and ability to build trusting relationships
Work effectively in a highly regulated team environment
A valid U.S. driving license and the ability to meet and maintain University of Iowa Driving Policy standards.

**Desired Qualifications:**
- Collegiate experience as a Track and Field Athlete and/or basic knowledge of Track and Field Programs;
- Basic knowledge and understanding of the professionalism and intensity necessary to successfully contribute to a Division I athletics program;
- Experience with event management and/or coordination;
- Working knowledge and ability to:
  - Serve as the liaison to external relations, social media terms and other Athletics units.
  - Utilize web and mobile team communication application such as Teamworks (please specify)

**Application Details:**
Visit our website at [https://jobs.uiowa.edu](https://jobs.uiowa.edu) and search for keyword “track and field”. Only applications submitted at [https://jobs.uiowa.edu](https://jobs.uiowa.edu) will be accepted. Please – No phone calls or emails.

- 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 candidate will be subject to a credential and criminal background check, and a driving record review.
- Five professional references will be required 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](https://www.uiowa.edu/humanrights), 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.*