



## EMPLOYMENT OPPORTUNITY

**Date: November 2022**

***Open until filled***

If you have questions regarding this position please contact Corey Mehl [cmehl@multnomah.edu](mailto:cmehl@multnomah.edu), 503.251.5377

### **Job Title: Assistant Athletic Director**

**Reports To: Athletic Director**

**Mission:** Multnomah University Athletics provides an extremely competitive environment in which student-athletes can implement and integrate the University's mission of representing Christ in every aspect of the collegiate athletic experience

#### **Assistant Athletic Director**

**Objective:** The implementation of strategic initiatives as well as proposing and assessing short- and long-term goals in the athletic department.

- Work in in cooperation with the faculty athletics representative (FAR) and senior associate athletic director to foster an environment of education and adherence to all institution, conference and NAIA regulations.
- Serve as the preparer of all NAIA eligibility materials to be submitted/signed by the appropriate parties – Head Coach, Athletic Director, Registrar and FAR – for all our varsity sports.
- Serving as the academic liaison to student success by focusing on tracking/updating degree progression, 12 credit registration checks, overall transcript review, and study hall hours reporting back to the appropriate Head Coaches.
- Will need to meet with student-athletes and other appropriate parties on campus including but not limited to Student Success and Professors.
- Sport budget oversight which includes monthly reconciliation checks for credit card and general expenses for all sports.
- Scheduling athletic facility rentals for Williford Field and Lytle Gym and handling the appropriate contracts, insurance, and waiver processes for internal and external parties.
- Coordinating the travel schedule with teams via bus companies, van rental places and/or internal MU vehicles.
- Assisting with game management and traveling when needed.
- Serve as coordinator for MU intramurals partnering with Student Life and the Student Government Association to create and establish fun student led events throughout the academic calendar year.

**Communication Skills and Work Habits:**

*Objective: Maintain a Christ-like testimony in all aspects of the job.*

- Communicate openly and clearly in a Christ honoring manner, both within and outside the department.
- Represent Multnomah well in dress and actions.
- Show discernment in the use of time.
- Communicate regularly and openly with Supervisor/Director.
- Encourage an atmosphere of unity and collaboration among university departments.

**Qualifications:****Job-specific Requirements:**

- Bachelor's degree required
- Leads with the highest ethical and moral standards.
- Knowledge of NAIA rules and regulations.
- Demonstrated commitment to a program of academic and athletic excellence.
- Demonstrated experience in small college athletics

**General Employment Requirements:**

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian university, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, the job descriptions for all employment positions at Multnomah University contain the following relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal savior. John 1:12
- Employees will be in basic agreement with the institution's doctrinal statement
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be Christian role models in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10, 5:22
- Employees will be actively involved in a local church

**This is a full-time support staff position with benefits including medical options, dental, vision, life insurance and disability benefits, also paid holidays, vacation accrual and sick time all beginning the first day of the month following one month of employment.  
A generous Employee Tuition Grant is available after 1 year of employment.**

**To Apply: [Click Here for Online Application](#)**

If you have questions regarding this position please contact Windee Klinger, [windeeklinger@multnomah.edu](mailto:windeeklinger@multnomah.edu) 503.251.6594

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**MULTNOMAH UNIVERSITY**

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