

# Director of Athletics

Institution: CETYS University

Location: Mexicali, Baja California, Mexico

Application Due: June 30, 2016

Type: Full Time



CETYS University, a vibrant, innovative, and increasingly global non-profit institution of higher education in Baja California Mexico, invites nominations and applications for the position of Director of Athletics.

Since its founding in 1961, CETYS University has contributed to the development of Mexico's Northwest region by providing high quality educational programs that prepare well rounded young men and women with solid professional knowledge and skills to meet the challenges and opportunities of the US-Mexico border region. CETYS University has 4,836 students in Business, Engineering, and Social and Behavioral Science, enrolled across its campuses in Mexicali, Tijuana, and Ensenada.

CETYS is accredited in Mexico by FIMPES (Mexican Federation of Private Institutions of Higher Education) and in the US by the Accreditation Council for Business Schools and Programs (ACBSP) and the Accreditation Board for Engineering and Technology (ABET). CETYS is the only university in Mexico accredited by the Western Association of Schools and Colleges (WASC).

Extensive collaboration with institutions in the Americas, Europe, and the Asia/Pacific region, exceptionally close ties with the private sector, high employability among graduates, and an unparalleled social commitment define CETYS University as an independent institution at the forefront of Higher Education in Mexico.

## Philosophy and Current Sports Configuration

The mission of intercollegiate sports at CETYS is to foster and enhance international relationships, advance learning, enliven campus life, develop leadership skills, and foster the personal growth of the student athlete through offering a high quality athletics program. Athletics department personnel strive to provide model programs that develop meaningful standards of scholarship, athletic performance, leadership, community service, and sportsmanship conduct. Through sports, CETYS seeks to contribute to a sense of collegiate identity and positive perception in the community. The athletics department shall strive for excellence in the competitive environment in accord with the philosophy, rules, and regulations of the NCAA and other sports governing bodies in which CETYS has membership. CETYS is committed to sponsoring and promoting a gender-equitable sports program where the physical, emotional and social well-being of the student-athlete is of primary concern.

CETYS currently offers five group sports team disciplines at the collegiate level: Baseball, Men's Basketball, Women's Basketball, Women's Volleyball, Fast Soccer, and Football. The teams participate in the process of the National Educational Sports Council (CONDDE) in its different state, regional, national phases. Students that stand out are selected for student international events; also invitational tournaments and exchange with different universities, clubs, and teams both inside and outside of the country.

## Athletics Aspirations

CETYS aspires to develop a comprehensive intercollegiate athletics program on its Mexicali campus, capable of competing as a member of the National Collegiate Athletic Association (NCAA) Division II, as a member of the California Collegiate Athletic Association (CCAA) in all sports other than football. CETYS intends to play football as a member of the Great Northwest Athletic Conference (GNAC). A possible move to NCAA Division II will be a multi-year process. CETYS intends to meet NCAA Division II standards by:

- Growing its program to include at least 10 intercollegiate sports programs
- Being a strong proponent of the NCAA's core purpose, to govern competition in a fair, safe, equitable, and sportsmanlike manner, and
- Integrating intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

The university intends to fully embrace NCAA core values:

- Students participate as an avocation, balancing their academic, social and athletics experiences.
- Highest level of integrity and sportsmanship.
- Pursuit of excellence in both academics and athletics.
- Supporting the role that intercollegiate athletics plays in the higher education mission and in enhancing the sense of community and strengthening the identity of member institutions.
- An inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds.
- Respect for institutional autonomy and philosophical differences.
- Presidential leadership of intercollegiate athletics at the campus, conference and national levels.

The Director of Athletics will have the unique opportunity to guide and shape the development of a strategic plan the intercollegiate athletics program, and implement the necessary actions to strengthen intercollegiate athletics at CETYS, in general, and prepare the Institution for a move to NCAA Division II and membership in the CCAA and the GNAC.

### **Director of Athletics Position Description**

The Director of Athletics will be a key administrative partner in implementing the strategic initiatives necessary to achieve the aspirations outlined. The Director of Athletics reports directly to Vice President of Operations.

This position requires to be committed with CETYS's Mission, Vision, Educational Model and Institution's long range plan CETYS 2020. The Director of Athletics will have responsibility for the development and administration of the university's athletics program, including a vision for success as a member of the CCAA, GNAC and NCAA Division II. The Director will oversee short and long-range planning consistent with and reflective of the university's overall strategic plan and its mission for athletics. The Director of Athletics will be primarily responsible for the development and coordination of CETYS' athletic programs including but not limited to:

- Establishing a culture of ethical conduct, rules compliance and sportsmanship.
- Hiring and directing an administrative staff capable of implementing all the activities of an intercollegiate athletics program.
- Budgeting, to include operating expenses, team travel, scholarship and personnel expenses.
- Hiring coaching staffs for new and existing programs capable of recruiting prospective student-athletes in Mexico and the United States.
- Implementing a comprehensive strategic plan for athletics that include participation in NCAA and other athletic associations in Mexico (i.e., CONDDE, CONADEIP).
- Developing and implementing a comprehensive compliance program capable of meeting NCAA standards.
- Implementing new sports programs sufficient to meet NCAA and CCAA requirements.
- Monitoring sports programs to meet participation and contest requirements.
- Developing and enhancing athletic facilities to meet NCAA and CCAA standards and expectations.

### **SPECIFIC ONGOING RESPONSIBILITIES:**

1. Provides leadership and sound decision-making with the regard to all athletic department matters including fiscal affairs, personnel, strategic planning, facilities, public relations, and general operations.
2. Provides administrative direction and oversight for all athletics programs, activities and facilities.
3. Formulates and implements athletics policies and processes including but not limited to strategic planning, fundraising, and financial management of the athletics program.
4. Oversees the strict observance of equality of opportunity in men's and women's athletics.
5. Establishes and communicates the institution's commitment to rules compliance.
6. Abides by the rules and regulations of all applicable leagues and affiliations relative to the athletic department.
7. Establishes organizational lines of authority to emphasize oversight and accountability.
8. Maintains ongoing evaluations of staff members' commitments to and documentation of compliance.
9. Arranges for periodic self-studies of the athletic department and annual audits of the rules compliance program.
10. Supports and encourages a comprehensive rules education program.
11. Establishes support and strategies for the academic success of student-athletes.
12. Oversees the supervision of full and part-time athletics staff including shared responsibility in hiring, disciplining and/or termination decisions with the human resources office for the athletic department.
13. Provides leadership to the athletic department's advisory councils and other committees in issues relevant to the athletic department.
14. Promotes an environment that supports student-athlete health and welfare and a commitment to strong academic values.
15. Represents the athletic department and CETYS University to external constituents, including supporting athletics and promotion of the entire University, furthering the University's public interest.
16. Provides proactive leadership in fundraising and revenue development to help support the University and the athletic programs.
17. Successfully prepares and manages a balanced operating and scholarship budget for the department.
18. Serves in an advisory role in the coordination of security and medical care procedures for physical examination of student-athletes, athletic contests, insurance claims and medical and injury reports.
19. Provides customer service, anticipating and exceeding the needs of our customers.
20. Collects and analyzes departmental statistics and data and prepares and distributes reports as appropriate.
21. Performs other duties as assigned.

The Director of Athletics will perform these responsibilities while adhering to the University's primary mission of educating its students with an emphasis on student academic success and degree completion. These responsibilities are performed in a manner consistent with the University's mission, vision and cultural values.

### **QUALIFICATIONS:**

- Must be bilingual, fluent in both Spanish and English.
- Bachelor's degree required. Master's degree preferred.
- Minimum 3 to 5 years of athletic administration. College coaching experience preferred.
- Experience in NCAA preferred.
- Ability to work independently without direct supervision.
- Service oriented. Ability to have an exceptional customer service attitude at all times.
- Demonstrated ability to work accurately and effectively with computerized data systems (PC and mainframe).
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
- Demonstrated excellent interpersonal, communication and presentation skills, both written and oral.
- Must be highly motivated and solution oriented with a high degree of integrity, ethics, and dedication to the mission of the university.
- Demonstrated ability to communicate effectively and relate well to students, parents, faculty, staff, and others while maintaining appropriate confidentiality.
- Must be able to work an irregular schedule, evenings or weekends as needed, additional hours during peak times or as required.

**SPECIAL POSITION CONDITIONS:** The successful candidate will be required to live in Mexicali, B.C. Mexico or the neighboring Imperial Valley, California (which is just several miles north of Mexicali and 120 miles east of San Diego).

We offer a competitive salary based on experience and results.

### **Application deadline: June 30, 2016**

For additional information on qualifications, and the University go to <http://www.cetys.mx/en/jobs> by E-mail to: [recursos.humanos@cetys.mx](mailto:recursos.humanos@cetys.mx) or call +52 (686) 567-3700 ext. 3732.