Position: Assistant Athletic Director

Job Description:

The Assistant Athletic Director at St. Xavier High School has the responsibility of assisting the Athletic Director in running an athletic program that develops and respects all participants and promotes the program as an integral part of the education process at St. Xavier High School.

Primary Responsibilities:

- Athletic Department Personnel Director
- Coordinate all aspects of team travel
- Manage all aspects of OHSAA Physical Forms
- Organize all Aspects of the Hall of Fame Dinner
- Coordinate Emergency Medical Form production and distribution
- Department Webmaster
- Schedule Star Manager
- Scheduling contests
- Coverage of various home and away contests throughout the year
- Schedule all athletic facilities with coaches and outside organizations
- Summer Camp coordinator
- Other duties as assigned

Competencies

- Engaging, approachable, passionate
- Understands St. Xavier's mission and formation of the whole person within athletics and wellness
- Communicator & collaborator
- Able to understand the balance of academics and sports
- Bold & decisive in decision making – willing to take risks
- Understanding of Sports and the behind the scenes aspects of "the Game"

Job Qualifications

The **Assistant Athletic Director** shall be a person who has a dynamic personality, is organized, well rounded, engaging, and who facilitates growth and collaboration inside and outside of the athletic department. Additionally, they will:

- Have a creative and innovative approach to athletics.
- Be able to augment St. Xavier's status as the prominent program in Ohio.
- Have the ability to collaborate with all departments in the school to establish athletics as a co-curricular at St. Xavier High School

To apply, please visit: www.stxavier.org/employment