



225 Peachtree Street, N.E., Suite 1625, Atlanta, GA 30303 | Office: (404) 221-1041 | Fax: (404) 221-1042 | www.thesiac.com

Position Announcement

Director of Championships

DESCRIPTION

The Southern Intercollegiate Athletic Conference ("SIAC") an NCAA Division II conference located in downtown Atlanta, Georgia is now accepting applications for the Director of Championships. This is a full-time, annually renewable position. The SIAC has 14 colleges and universities spanning six states – Alabama, Georgia, Kentucky, Ohio, South Carolina and Tennessee.

DUTIES AND RESPONSIBILITIES

- Manage, coordinate and oversee the administration of 13 SIAC championship events (Volleyball, M/W Cross-Country, Football, M/W Basketball, Baseball, Softball, M/W Tennis, M/W Track & Field, Golf).
- Arrange and secure all necessary championship event operations components including but not limited to, conference trophies and awards, officials, hospitality, ancillary events, volunteers, event signage, supplies, banners, student-athlete gifts, championship event brackets and game schedules etc.
- Schedule, develop agendas, and conduct coaches meetings in connection with all SIAC championship events.
- Serve as primary conference office point of contact to assigned SIAC sport/stakeholder committees.
- Create and manage individual championship event budgets.
- Assist with annual review of all SIAC championship events.
- Assist with the marketing and promotion of all SIAC Championship events.
- Assist in the identification prospective host cities/sites for all SIAC Championships, and help facilitate championship RFP's and collection of proposals/bids in connection with the selection of SIAC championship venues.
- Assist with the day-to-day administration of SIAC Sport Policies and Procedures.
- Assist with the selection, supervision, and management of interns and graduate assistants.
- Administration of NCAA automatic qualification notifications.
- Help coordinate and oversee film exchange programs in Football and Men's and Women's Basketball.
- Any other responsibilities as delegated by the SIAC Commissioner.

QUALIFICATIONS

Bachelor's degree required (Master's degree preferred) with a minimum of three years' of experience of intercollegiate athletics experience. Successful candidate must be highly organized, detail-oriented and must be able to multi-task in a fast paced work environment and have the ability to manage and prioritize several ongoing projects. The position will require travel as well as weekend work. The successful candidate must also be proficient with technology, creative in solving complex problems, and be able to work independently as well as part of a unified team to advance SIAC goals and objectives. Demonstrated experience as a supervisor and/or administrator of championship events is preferred. Familiarity with NCAA conference office operations will be given preference.



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APPLICATION PROCEDURES

Qualified applicants should submit via e-mail (in PDF format) a letter of application; resume and contact information for at least three professional references to gmoore@thesiac.com

Review of applications begins immediately. Position is open until filled.