



Position: Director of Track & Field/Cross Country  
Department: Athletics

The University of Pikeville in Pikeville, Kentucky is seeking an innovative professional for the position of Director of Track & Field and Cross Country, within the Athletic Department. This is an exceptional opportunity for a motivated and accomplished leader to join an innovative Athletic Department valuing academic and out-of-classroom experiences. This position will be responsible for planning and administering all aspects of both Men's and Women's Track & Field and Cross Country.

**Responsibilities:**

1. Recruit and retain qualified student athletes.
2. Reach roster goals yearly while staying within scholarship parameters.
3. Coaching the team during scheduled practices and competitions.
4. Demonstrating competitive accomplishment.
5. Providing leadership and direction for all team members.
6. Maintaining responsibility for budget control with all program expenditures.
7. Mentoring student athletes in their academic performance to ensure timely progress toward degree completion and graduation.
8. Directing the program within the NAIA rules and regulations.
9. Develop a schedule for competition.
10. Oversee assistant coaches, volunteers, graduate assistants, and study students.
11. Manage budget, supplies, equipment and inventory.
12. Maintain receipts and reconcile department credit card monthly.
13. Organize travel accommodations and team meals.
14. Ensure the health and safety of athletes and staff.
15. Schedule events for team community service.
16. Attend all departmental meetings.
17. Follow the department guidelines and regulations for operation.
18. Work collaboratively within the framework of the department and institution.
19. Other duties as assigned.

**Relationships:**

Position requires daily contact with athletes, parents, faculty, staff, student workers, coaches, and community members in order to exchange information. These relationships are maintained through e-mail, telephone, and person-to-person contact.

### **Education/Skill Requirements:**

1. **Bachelor's Degree required. Master's Degree is preferred.**
2. **Demonstrated success in coaching collegiate track & field and cross country.**
3. **Ability to operate a collegiate track and field program within budget parameters.**
4. **Effective verbal and written communication skills are essential.**
5. **Must be willing to deal with student athletes, university personnel and members of the off campus community.**
5. **Must maintain a valid driver's license.**
6. **Must be familiar with Microsoft Office, particularly Word and Excel.**
7. **Must be able to perform simple calculations.**

### **Work Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job: The noise level in the work environment is usually low to moderate. There may be extreme shifts in temperature and exposure to heat, cold, rain, sleet and snow.

Physical demands included here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to sit; use hands to touch, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE offers a competitive benefits package including medical, dental, vision, and life insurance, telemedicine, long term disability, tuition waivers, a 403(b)-retirement plan, and HSA, FSA, & dependent care accounts.

**Important Notes:** Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

For more information about the University of Pikeville, please visit <http://www.upike.edu> . Interested applicants should complete the online application by visiting the following website, <https://www.upike.edu/offices/human-resources/careers/> .

In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and contact information for three to five professional references