



# PUBLIC FELLOWS PROGRAM

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| <b>Job Title:</b>         | Assistant Director of Athletics, Physical Education, and Recreation        |
| <b>Organization:</b>      | Carnegie Mellon University   |
| <b>Department/Office:</b> | Department of Athletics, Physical Education, and Recreation                |
| <b>Location:</b>          | Pittsburgh, PA   |
| <b>Stipend:</b>           | \$60,000 per year with health insurance for fellow and additional benefits |
| <b>Start Date:</b>        | July 2, 2012   |

## UNIVERSITY DESCRIPTION

Carnegie Mellon University is a global research university with more than 11,000 students, 75,000 active alumni and more than 4,000 faculty and staff. Recognized for its world-class arts and technology programs, collaboration across disciplines and leadership in education, Carnegie Mellon is consistently a top-ranked university.

## UNIVERSITY ATHLETIC ASSOCIATION

The University Athletic Association, a national NCAA Division III athletic conference founded in the summer of 1986, is a bold statement of what college athletics can and should be. UAA members share the belief that it is highly desirable and possible for a group of committed institutions to conduct a broad-based program of intercollegiate athletics for both men and women; that it is beneficial to compete with like academic institutions spread over geographically expansive areas; and that it is possible to seek excellence in athletics while maintaining a perspective which holds the student-athlete and the academic mission of the institution as the center of focus. Members of the UAA believe that academic and athletic excellence is not mutually exclusive. The eight members of the UAA are Brandeis University, Carnegie Mellon, Case Western Reserve University, the University of Chicago, Emory University, New York University, the University of Rochester and Washington University in St. Louis. All members are private, research universities situated in major metropolitan areas.

## POSITION DESCRIPTION

Under the supervision of the Director of Athletics, Susan Bassett, the Assistant Director of Athletics, Physical Education, and Recreation will have involvement with all aspects of leading and managing the comprehensive athletics and recreation program at Carnegie Mellon University. The Assistant Director will have responsibility for initiatives related to academic welfare of student-athletes and intercollegiate athletics programs in general.

Specific responsibilities for the Assistant Director include:

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- responsibility for implementing and facilitating the College Liaison Project. College liaisons are senior faculty members who work in partnership with each college to address student concerns across a broad range of issues. The college liaison is a source of information for faculty and staff regarding athletics department resources and for the athletics department regarding student and academic issues. Now in its second year, the program has had a positive impact on the campus community but, with further attention and leadership, it will have a more significant influence on all constituents.
- leading the department to full implementation of the Faculty Fellows Program. In the fall of 2010, the athletics department embarked on the implementation of a “Faculty Fellow” program to engage faculty as “advisors” and academic liaisons with each of our intercollegiate athletics programs.
- identify candidates for NCAA Postgraduate Scholarships and other academic awards and martial the nominee through the application process, including securing appropriate endorsements and recommendations. The Assistant Director will work closely with the Undergraduate Research Office to identify opportunities for student-athlete scholarship, recognition and research.
- work with the Assistant Director of Athletics on initiatives related to developing promotions for intercollegiate athletics contests on campus with the purpose of building crowds and community engagement.
- work with the Associate Director of Athletics on the operation and management of intercollegiate contests, including staffing and supervision of events.
- assist the Director of Athletics with coordinating development initiatives and fundraising efforts related to the current effort to raise \$30-50 million for athletics facility development over the next five years.
- work with Alumni Relations and Sports Information to research and create an accurate athletics database with current contact information for all former student-athletes at Carnegie Mellon University.

## QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences.
- Demonstrated interest in intercollegiate athletics.
- Ability to work with faculty, staff and community constituents.
- Ability to recognize and deal appropriately with confidential and sensitive information.
- Excellent communication, interpersonal and leadership skills.
- Experience and interest in the area of marketing and promotions desirable.
- Ability to manage concurrent projects and responsibilities.
- Strong student service orientation.
- Evening and weekend hours are required.

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- Have to be submitted through the ACLS Online Fellowship Application system ([ofa.acls.org](http://ofa.acls.org)).
- Application deadline: Wednesday, March 21, 2012, 6pm EDT

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