



### **Associate Commissioner**

The Associate Commissioner is a direct report to the Commissioner with primary responsibilities for all aspects of Women's Basketball, Senior Woman Administrators, and oversight of annual conference committee appointments. The Associate Commissioner serves on the senior leadership team with responsibilities for a variety of conference initiatives, policies and procedures.

#### **Specific Responsibilities:**

- Oversight of all aspects of Women's Basketball inclusive of oversight of championship director, regular season, budget, and policy execution. Position responsible for development of the conference schedule inclusive of working with television partners for game selections. Also incorporates oversight of the officiating program and coordinator of officials. Work with member institutions to increase awareness and attendance in addition to positioning/enhancing A-10 Women's Basketball nationally. Incorporates branding and external media quality control supervision. Conference liaison with head coaches and institutional program administrators.
- Coordinates budget related processes and development with the Assistant Commissioner/CFO. Operates within budgetary guidelines and resources set forth by the Atlantic 10.
- Liaison to member institutions SWAs. Includes equity oversight, NCAA initiatives, and diversity/inclusion. Work with and support the A-10 Commission on Racial Equity, Diversity and Inclusion.
- Conducts special projects and research as necessary to enhance and advance Women's Basketball, specifically related to marketing and national branding.
- Provides leadership and oversight on a daily basis within the conference office. Participate in decision making relating to conference policies and procedures.
- Coordinate and develop agendas for Athletic Director and SWA meetings and briefings throughout the year.
- Oversee committee assignments for all A-10 Committees annually. Ensure committee parameters are met. Review for balance for member institution equity and diversity/inclusion.
- Develop and cultivate positive working relations with internal and external constituents and partners of the conference and member institutions.

**Application Procedure:**

Interested and qualified applicants should submit a cover letter, resume, sample of work (printed and digital design work, plus writing samples) and list of three references. Applications must be submitted electronically to [employment@atlantic10.org](mailto:employment@atlantic10.org) with Associate Commissioner in the subject line. No phone calls please. Applicants will be contacted only if selected for an interview. Review of applicants will begin immediately and continue until the position is filled.

**Requirements:**

Bachelors Degree required (Masters Preferred) with 5-10 years of experience in collegiate athletics administration and conference office experience included. The successful candidate will have excellent communication and problem-solving skills and the ability to work independently in a fast pace environment. Proficiency in Microsoft Office required, creative thinker and collaborative work experience.

**The Atlantic 10 Conference is an equal opportunity employer.**

***About the Atlantic 10 Conference***

*The Atlantic 10 Conference was founded in 1975 and consists of 15 diverse members across nine states and Washington, D.C. The conference office currently operates out of Newport News VA and Washington, D.C. The mission of the Atlantic 10 is to provide an enhanced student-athlete experience through 22 nationally competitive championship sports. The basketball-centric conference is committed to integrity, educational excellence and providing quality equitable championship experiences for its student-athletes, coaches, and support staff. The membership consists of Davidson College, the University of Dayton, Duquesne University, Fordham University, George Mason University, The George Washington University, La Salle University, Loyola University Chicago, the University of Massachusetts, the University of Rhode Island, University of Richmond, St. Bonaventure University, Saint Joseph's University, Saint Louis University and Virginia Commonwealth University. For more information, visit [www.atlantic10.com](http://www.atlantic10.com).*