



Director/Assistant Commissioner of Student-Athlete Programs

The Big West is seeking an enthusiastic and dedicated individual to join the conference and have primary oversight of student-athlete programs, engagement, and development. The qualified candidate will have at least five (5) years of experience working directly with student-athletes. Experience in sports is also required as sport oversight and championship management are also important aspects of this position.

The successful candidate will be engaging and solution-oriented with excellent written and verbal communication skills and will have demonstrated initiative and collaboration with various constituents. This position will prioritize the enhancement of the student-athlete experience in The Big West, both in championship competition and in leadership positions within The Big West. This candidate will also be responsible for enhancing the student-athlete voice within the conference through engagement, communication, and education.

Candidates must be proficient with current technology, creative in providing solutions to complex and sensitive issues and be able to work independently and in a team setting to efficiently meet established goals and deadlines.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Primary liaison for The Big West Student-Athlete Advisory Committee (SAAC) and associated subcommittees, inclusive of engaging and motivating participation by committee members, developing agendas and conducting meetings of the committee and subcommittees.
2. Primary liaison for The Big West Diversity, Equity and Inclusion Committee named “Big West Undivided”, inclusive of engaging and motivating participation by committee members, developing agendas and conducting meetings of the committee and subcommittees.
3. Development and implementation of leadership initiatives and programming for student-athletes.
4. Primary liaison for institutional student-athlete development administrators.
5. Collaborate with internal and external constituencies to communicate the successes and tell the stories of Big West student-athletes.
6. May serve as a liaison for The Big West with the U.S. Council for Athletes’ Health, especially in helping our institutions and sports medicine staffs in the areas of student-athlete care, mental health, and services.
7. Facilitate partnerships with other organizations and conferences to enhance The Big West initiatives surrounding student-athlete development, including career development, and student-athlete health and safety.
8. Ordering and management of The Big West awards program, including regular-season, championship, and specialty awards.
9. Sport and championship oversight to be determined based on experience. This position will likely have responsibility for multiple sports and championships.

QUALIFICATIONS

1. Bachelor's degree required; Advanced degree preferred.
2. Minimum of five (5) years professional work experience in the development of student-athletes or a related field.
3. Previous experience as a college student-athlete or team manager preferred.
4. Previous experience in college athletics, with sport responsibility and event management experience strongly preferred.
5. Previous experience in NCAA Division I preferred.
6. Demonstrated excellent oral and written communication skills.
7. Ability to demonstrate a calm, courteous and professional demeanor under pressure when working with a variety of situations and/or people (e.g., campus personnel, conference personnel, professional sports personnel, student-athletes).
8. Proven ability to take initiative and make sound decisions with little to no direction.
9. Ability to handle multiple tasks and assignments simultaneously.
10. High attention to detail and organizational skills.
11. Ability to effectively communicate and work with student-athletes, senior leadership, and coaches.
12. A commitment to honesty, integrity, and ethical conduct.

Salary and benefits package will be competitive and commensurate with experience. Review of applicants will begin immediately and continue until the position is filled.

Applications from women and ethnic minorities are strongly encouraged.

To apply, send a cover letter, comprehensive resume and three references to:

Kristi Giddings
Deputy Commissioner
The Big West
kgiddings@BigWest.org

ABOUT THE BIG WEST

Based in Irvine, California, The Big West is an NCAA Division I conference with 11 member institutions with the shared goal of empowering every student-athlete in competition and in life and uniting its university communities through championship experiences. Formed in 1969, The Big West membership consists of Cal Poly, CSU Bakersfield, Cal State Fullerton, CSUN, Hawai'i, Long Beach State, UC Davis, UC Irvine, UC Riverside, UC San Diego and UC Santa Barbara.

The Big West is united in the pursuit of boundless opportunities, enduring integrity, bold activism, fearless innovation and the Pacific spirit of freedom, exploration and progress.

The Big West sponsors 18 sports at the NCAA Division I level: baseball, softball, men's and women's basketball, men's and women's volleyball, women's beach volleyball, men's and women's cross country, men's and women's golf, men's and women's soccer, men's and women's tennis, men's and women's track and field and women's water polo, with men's water polo coming to The Big West in 2023.

For more information, visit BigWest.org or follow The Big West [on Twitter @BigWestSports](https://twitter.com/BigWestSports).