

## Big Sky Conference

286 South 200 West Ste. 110 • Farmington, UT 84025  
801-392-1978 • [www.BigSkyConf.com](http://www.BigSkyConf.com)



### POSITION ANNOUNCEMENT

#### Director of Championships

The Big Sky Conference is seeking a Director of Championships. The successful candidate must be prepared to immediately assume all aspects of planning, preparing, and executing the Conference's 15 championships.

The successful candidate will demonstrate initiative and the ability to collaborate with fellow staff members and institutional personnel. This candidate will support the Conference and its members to provide a first-class experience for all student-athletes at its Championship events while abiding by all NCAA, Conference, and institutional rules, policies, and procedures.

The Director of Championships will report to the Senior Associate Commissioner for Championships / Media Partnerships for all essential functions listed below and to the Deputy Commissioner for additional assigned responsibilities.

#### Essential functions include:

- Serve as the Conference's primary on-site liaison for select championships
- Update and publish the Conference's overall championship and all sport-specific manuals
- Assist in administering all elements of the basketball championships
- Administer various policies and procedures regarding the regular seasons for various sports
- Order all trophies and awards for regular-season and postseason events
- Oversee merchandise operations at championship events
- Compile non-conference and Conference contests in various sports to assist respective Coordinators of Officials with preparing assignments
- Supervise film exchange processes for various sports
- Manage student-athlete gifts and certificates
- Assist with branding for Conference office and other office management responsibilities
- Provide administrative and operational support for in-person and virtual meetings and Conference championships
- Manage implementation of assigned parts of the Conference's new strategic plan
- Has ability and willingness to travel as needed
- Complete other duties as assigned

**Additional Duties:** Candidate will be assigned additional duties based on successful candidate's background, experience, and interest, as well as those of the successful candidate from a concurrent hire. These responsibilities include but are not limited to serving as the Conference's administrator for select sport(s), overseeing IT functions and other operational needs for the Conference office, assisting

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with financial operations and payment of officials, supervising an intern, and liaising with the Conference's esports initiative.

### **Required Knowledge, Skills and Abilities:**

- Strong interpersonal skills and excellent written and verbal communication skills
- Ability to work independently as well as desire to work in small and large group settings
- Extremely organized, a self-starter, and intrinsically motivated
  - A proven ability to multi-task effectively, prioritize assignments and meet deadlines
- Efficient at using Microsoft Office suite and Adobe Acrobat regularly

**To Apply:** Applicants should submit one e-mail – with separate PDF attachments of a cover letter, a resume, and a list of at least three professional references with their contact information – with the subject line "Assistant Commissioner or Director of Compliance: <Applicant's Last Name>" to [jobs@bigskyconf.com](mailto:jobs@bigskyconf.com). Review of applicants will begin immediately and continue until the position is filled.

**Additional Info:** Bachelor's degree required and at least one year of full-time experience in collegiate athletic compliance at a university/college or conference office. Annual salary will be between \$40,000 and \$45,000 based on experience. Full package of benefits provided. The Big Sky Conference is an Equal Opportunity Employer. Members of underrepresented groups are strongly encouraged to apply.

**About the Big Sky Conference:** Founded in 1963, the Big Sky Conference is an NCAA Division I conference competing in the Football Championship Subdivision. With 131 teams representing 14 institutions in 16 sports (seven men's and nine women's), the Big Sky prides itself on its "#ExperienceElevated" platform that emphasizes the unique traits and lifelong benefits that the conference and its member institutions provide to around 3,300 student-athletes each year. The conference has 10 full members (Eastern Washington University; the University of Idaho; Idaho State University; the University of Montana; Montana State University; Northern Arizona University; the University of Northern Colorado; Portland State University; California State University, Sacramento;; and Weber State University) located in eight states across the western United States, plus two football affiliate members (California Polytechnic State University and the University of California, Davis) and two men's golf affiliate members (Binghamton University and the University of Hartford). Conference members have won 12 NCAA team championships, including seven in football by five different members as well as five of the last six men's cross country titles by NAU.

For more information, visit [BigSkyConf.com](http://BigSkyConf.com) and the Big Sky's accounts on [Twitter](#), [Facebook](#), [Instagram](#), and [YouTube](#) at @BigSkyConf.