

## **Director of Sports Performance**

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**Summary:** The Director of Sports Performance leads the development and delivery of evidence-based athletic development and injury prevention programs for Queens University of Charlotte. This role establishes and communicates department goals and objectives and manages the accountability and stewardship of human, financial, and physical resources in compliance with departmental and campus-wide strategies. This position recruits, selects, develops and motivates experienced professionals who exercise latitude and independence in assignments. The role ensures the Sports Performance team of professionals adhere to defined internal controls with a focus on policy and strategy implementation and manages systems and procedures to protect departmental assets. This position requires regular early morning, late evening and weekend attendance to achieve the position's objectives and goals. This is a full-time, benefits-eligible 12-month position that reports to the Associate Athletic Director of Sports Medicine and Performance. *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay or compensatory time off for additional hours worked.*

**Essential Duties and Responsibilities** include:

- Critique and supervise student-athletes in the use of free-weight, equipment based, and body weight resistive exercise.
- Educate student-athletes on proper lifting techniques of free weights and machine lifting.
- Develop, monitor and instruct speed, agility and conditioning programs for designated sports, adhering to specific criteria based upon the demands of the sport at the time of year in comparison to the athletes' playing season.
- Track student-athlete progress via computer, develop and maintain a comprehensive, accurate and up-to-date file system.
- Adjust workouts depending upon gains of each individual and season of lifting that the student-athlete is in. Special attention given to developing individual and team strength-training goals in pre-season, off-season, during season and postseason.
- Carefully monitor student-athletes during workouts for signs of dehydration, excessive fatigue and overstepping proven physical, mental and emotional limitations of the student-athlete and take swift and appropriate actions.
- Select, train and develop, evaluate and motivate competent, high-performing members of the Sports Performance team.
- Develop and maintain the university's volunteer/student internship program.
- Adhere to the highest standards of student-athlete welfare.
- Adhere to all NCAA rules and regulations for each sport.
- Proactively communicate with coaches regarding student athlete weight room training.
- Must be able and willing to regularly work early mornings, evenings and weekends to achieve objectives of the position.

### **Non-Essential Duties**

- Other duties and special projects may be assigned to meet department or university needs.

### **Experience, Knowledge and Skills Required**

- 5 years professional experience including at least 1 year of supervisory experience.
- Postgraduate degree in sport science, exercise science, or strength and conditioning.
- Certification from the Collegiate Strength and Conditioning Coaches Association (CSCCA) or National Strength & Conditioning Association (NSCA).
- Current CPR and First Aid Certifications.
- Expertise with instruction of exercise technique, training of student-athletes and personnel, record management, monitoring all programs, emergency procedures and number of participants within the facility (room capacity).
- Extensive and broad sport-specific knowledge and teaching experience.
- Proven ability to develop and document specific weight training programs for student-athletes, and schedule facilities for use.
- Well-developed supervision and leadership skills with the ability to recruit, develop and motivate a high-performing, cohesive staff of professionals.
- Extensive experience and knowledge of all NCAA and conference rules and regulations.
- Strong written and oral communication, interpersonal and leadership skills.
- Proven track record of consistently modeling positive behaviors at all times.
- Strong follow-up and follow-through skills as well as ability to plan, organize and control projects through to completion.
- Proven ability to handle and maintain confidential information; familiarity with HIPAA FERPA a plus.
- Valid, unrestricted U.S. driver's license, or ability to attain same by hire date.
- Diverse candidates are STRONGLY encouraged to apply.

## Application Process

Qualified candidates should submit via email the documentation listed below to **hr@queens.edu** in (.doc) or (.pdf) format. Incomplete applications will not be considered. Include the following:

1. A cover letter addressing the position qualifications and experience
2. Current CV or résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include "**DIR-SPPER**" and **YOUR NAME** in your email Subject Line.  
(**Example:** DIR-SPPER Shawn Mullin)

**Applications received by March 4, 2022** will receive first consideration. Queens will continue to accept applications until the position is filled.

This position is considered a Responsible Employee for purposes of the university's Sexual Misconduct Policy. As such, this position is required to report any incident of sexual misconduct or interpersonal violence to the university's Title IX Coordinator when made aware of such.

## About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Because of our history of innovation and our legacy of strong leadership, **Queens is positioned to be among the new forerunners of American higher education.** This is a defining moment for Queens. While other institutions are focused on sustaining and surviving, we are thinking much bigger. Institutions that understand what is needed and are willing to reimagine what is possible can position themselves to thrive and strengthen their market position after the pandemic with innovative approaches that are deeply connected to the world and its greatest challenges.

By 2030, **Queens aspires to become the leading, private, national university of Charlotte** with deep, meaningful, and reciprocal connections to the needs of our local community and economy; inventive and multidisciplinary academic programs that are connected to the world's most pressing challenges and biggest areas of opportunity; a fully connected, integrated, and innovative set of experiences that support holistic wellness and wellbeing; a culture of continuous improvement and investment that enables faculty and staff to flourish and achieve their full potential; and a comprehensive approach to diversity, equity, and inclusion that begins on campus and radiates throughout the community.

## Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

**Physical Requirements** *(with or without reasonable accommodation)*

- *Visual Abilities:* Read reports, create presentations, and use a computer system.
- *Hearing:* Hear well enough to communicate with co-workers, students, and vendors.
- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems.
- *Mobility:* Demonstrates appropriate techniques for physical strength training. Open files and operate office machines; move between departments and attend meetings across campus.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- *Lifting, Pulling, Pushing:* Exert up to 50 pounds for force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions.

**Work Conditions**

- Must be willing and able to work a flexible schedule to meet requirements of the position, including early mornings, nights, and weekends.
- Must be willing and able to travel (by car, bus, air, or other modes as appropriate; overnight stays) with the team to coach the team at away games, as well as travel to achieve recruiting goals.
- Work in office, indoor and outdoor competition environments, involving contact with students, faculty, staff, parents, service providers and vendors.
- Work has deadlines, multiple interruptions, high volume and may be stressful at times.

*This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, it is intended to describe the general nature of this position.*