



## **Position Search Announcement Campus Director of Athletics (Babson Park, Florida Campus)**

**Webber International University** ([www.Webber.edu](http://www.Webber.edu)), Babson Park, Florida, announces a search for a Director of Athletics for its Babson Park, Florida campus. Interviews will begin immediately and continue until a qualified candidate has accepted an offer.

### **About the University**

*The University's mission is to offer students an array of business, liberal arts and sciences, and pre-professional programs of study that create a life transforming educational opportunity which is practical in its application, global in its scope, and multi-disciplinary in its general education core. Students will acquire depth of knowledge and expertise in their chosen field of study, balanced by breadth of knowledge across various disciplines, while pursuing a degree at associate, bachelor, or master level. Special emphasis is placed on enhancing oral and written communication, and critical thinking skills. The international quality of the student body enriches personal experience and promotes understanding of international cultures and influences. Through an atmosphere in which self-discipline, creativity and cultivation of ethical standards are enhanced, the University is dedicated to teaching its students the "how to learn, how to think, and how to apply method" to each new challenge.*

The University awards degrees at the associate, bachelor and master levels at locations in Florida and the Carolinas. Traditional classroom, online, and hybrid learning environments are available.

The University has specifically embraced intercollegiate athletics as co-curricular, that is, an important contributor to our mission to prepare students for the workplace.

Established in 1927 by Roger Babson as the first college chartered under Florida's then new charitable and educational laws and one of the nations' first schools of business for women, Webber International University is a private, not-for-profit, coeducational secular university accredited by the Southern Association of Colleges and Schools Commission on Colleges.

We are a residential university, composed mainly of 700± traditional undergraduates. We also have small associates', adult completion, and MBA programs. While many of our students are from Florida, we are a culturally diverse environment with roughly 50% of our students identifying as a minority and students hailing from most states and over 50 nations. Roughly 53% of our students receive a PELL grant. Average debt upon graduation is reported by the USDE as approximately \$23,000. While at 45%, lowering discount rate is a strategic priority. We have a very long history of being at the top, or very near the top, of state job placement statistics.

Located near Lake Wales in Polk County, Florida, we are roughly in the geographical center of Florida, less than an hour from either Orlando (home of the Walt Disney World Resort, SeaWorld, and Universal Studios) or Tampa. We are in the outskirts of the Lakeland/Winter

Haven metropolitan statistical area. Cost of living is below the national average. Schools are abundant. Health care is plentiful. We are well served by stores, restaurants, and similar services. We are home to the world's largest Legoland, which continues to expand. Continued economic growth, spurred by a CSX intermodal depot and enormous state-of-the-art Amazon and Walmart distribution centers, is expected ([http://www.city-data.com/county/Polk\\_County-FL.html](http://www.city-data.com/county/Polk_County-FL.html)).

Over 80% of our undergraduate students play a sport. The University – a proud member of the National Association of Intercollegiate Athletics and The Sun Conference – hosts varsity (and in many cases junior varsity) teams in the following sports: baseball (M), basketball (M&W), bass fishing (coed), bowling (M&W), cross country (M&W), e-sports (M&W), flag football (W), football (M), golf (M&W), lacrosse (M&W), soccer (M&W), softball (W), tennis (M&W), track & field (M&W), and volleyball (M&W indoor and beach).

Consistent with our mission of educating the leaders of tomorrow, Webber International University is an equal opportunity employer.

### **About the Position**

Reporting directly to the President & CEO, the Director of Athletics has ultimate responsibility for University sports functions, including events and individual team logistics. He or she is responsible for the hiring, managing and mentoring of head coaches, overseeing the sports facilities and ancillary and support areas, and managing the athletics department. He or she maintains relationships with various media outlets and manages communication to the public for all athletic programs. The Director of Athletics develops and maintains processes and procedures for athletic programs, insuring that all federal and state regulations and laws are followed and obeyed and insures compliance with association and conference rules and University procedures. He or she coordinates with Academic Affairs and Student Life to enhance, coordinate, and facilitate the overall student athlete's (those words are quite deliberately in that order) college experience.

Reporting to the Director of Athletics are head coaches, athletic training, sports information, game day, and athletic facility management personnel.

### **Leadership Competencies and Core Values**

1. **Mission and Commitment** – Demonstrates commitment to organization's mission and values. Is respectful of all levels of the organization. Inclusive of diverse ideas, backgrounds, cultures. Seeks out opportunities to represent the workplace.
2. **Personal Characteristics** – Acts with integrity and strives for fairness in decisions and treatment of people. Deals with people in an open straightforward way. Builds relationships on trust and respect. Holds self and others accountable, admits mistakes and learns from them.
3. **Customer Focus** – Makes customers and their needs a primary focus. Is dedicated to meeting the expectations of (internal and external) customers. Represents organization in a positive and professional manner. Solicits customer feedback and uses it for improvements in service.

4. **Continuous Improvement** – Participates effectively in process improvement changes. Originates action to improve existing conditions and processes. Uses appropriate methods to identify opportunities, implement solutions, and measure impact.
5. **Developing Others** -- Develops and communicates clear, realistic performance expectations, monitors the work, knows when to be hands-on. Coaches to help others resolve problems. Provides fair, consistent, timely and specific feedback to challenge people to achieve their potential and know where they stand. Provides individual and group recognition.
6. **Change Leadership** -- Recognizes the need for change and accepts it. Helps prepare people to understand and cope with change. Demonstrates openness to new approaches and solutions. Adjusts to multiple demands, shifting demands, ambiguity and change in order to work effectively in a variety of situations.
7. **Teamwork** – Uses appropriate methods and a flexible interpersonal style to help build a cohesive team. Actively participates as a team member to move team forward toward completion of goals. Regularly acknowledges contributions of others.
8. **Strategic Agility** – Exercises sound, independent judgment in building realistic solutions to problems. Uses systematic decision making process to get at the real issues. Contributes useful ideas to implement cost savings for the organization.
9. **Excellence** – Delivers high quality results on time, contributes to departmental/organizational quality and/or process improvement efforts, actively promotes innovation, speed and change in improving processes, programs or services.
10. **Dignity & Integrity** – Acts with integrity in every aspect of personal performance and leadership. Respects everyone in the workplace and treats individuals, both coworkers and customers with dignity.
11. **Decision Making** -- Makes effective decisions, accepts responsibility for decisions, adapts quickly to changing conditions and needs, adds value to the organization by going beyond boundaries of own job to improve organizational performance.
12. **Stewardship** – Works efficiently, utilizes all resources in a cost-effective manner, adheres to organization's policies and procedures, actively seeks ways to reduce cost and conserve resources to improve results. Demonstrates just and social responsibility.

### **Major Duties and Responsibilities**

1. Insures the athletic department operates effectively and efficiently by overseeing coaching and other athletic staff.
2. Responsible for the operation of the department in strict compliance with federal, state and local laws, association and conference rules and regulations, accreditation guidelines, best practices, and the common tenants of good sportspersonship.
3. Assures attainment of roster goals and good stewardship within established budgetary constraints.
4. Ensures a safe, wholesome, nurturing environment consistent with the principles of Champions of Character.
5. Takes advantage of every opportunity to promote the University, its athletic programs and teams through publicity, community involvement, media relations, sponsorships and other outlets.
6. Serves as the University representative at various athletics events, conferences, and associations with the purpose of promoting the University's interests and image.

Our pay is similar to that offered by similar small, not-for-profit, tuition driven colleges. We offer generous time off, a generous 403(b) match with instant vesting, and partially subsidized health and dental insurance. We also offer tuition waivers for staff, undergraduate tuition waivers for spouses and dependent children, and partial graduate tuition waivers for spouses and dependent children. Also similar to what one would find at other small institutions, this position has long and non-routine hours, including some nights, weekends, and holidays. Some travel is required.

### **Minimum Requirements**

- Bachelor's degree from a regionally accredited university (or an international equivalent). Master's degree highly desirable.
- 5+ years progressive leadership experience in a small college athletics department. Prior NAIA, and/or athletics director experience highly desirable.
- Demonstrated and extraordinary leadership skills.
- Demonstrated experience successfully managing a complex budget.
- Demonstrated and extraordinary communications skills.
- Demonstrated and thorough knowledge of laws, rules, regulations, and best practices governing collegiate athletics.
- Demonstrated skills in recruiting and in selecting, training, and motivating recruiters.
- Demonstrated ability to work across department lines, especially with academics and admissions.
- Willingness and ability to work the long, often unpredictable, and sometimes strange hours required of a Director of Athletics.

This position requires a thorough background check (included but not limited to Florida "Level 2"). Must pass insurance company screening (violations/accidents) to operate company vehicle.

### **How to Stand Out from the Pack**

**Convince us that you understand the dynamics of managing an athletics department in a small, tuition driven school.** Most of our revenue comes from tuition, room and board. Most of our students are athletes. We tightly manage discount rate. In sum, throwing money at problems is not a viable option; rather, success in this position requires deft, hands-on leadership and creativity.

**Convince us that you understand results – not good intentions or trying hard – are what matters.** Leaders here have goals which they are expected to meet. Leaders here have budgets they are expected to adhere to. You are accountable for departmental goals.

**Convince us that your integrity is unimpeachable.** We are a conglomeration of good people, seeking a noble goal, trying our best. And, like any humans, from time to time we make an honest mistake. That's one thing... we generally treat those as learning opportunities. Cutting corners and behaving badly are things altogether different. Role model is a 24/7/365 expectation.

**Convince us that you want to be part of an NAIA school because it is an NAIA school.** We are thoughtfully, purposefully, deliberately, and strategically an NAIA school. If you see NAIA as a stepping stone to another association, we're just not the right place for you. If you think NAIA is different, you're preaching to the choir. But, if you think it's somehow inferior – even deep down and/or just a little – this is not the job for you.

**Show us a proven track record in athletic department leadership.** We love goals and aspirations and understand the value of on-the-job training. But this is a senior position and the person hired for it needs to hit the ground running. Webber is a no excuse zone.

**Convince us that your motives are pure.** We are a secular school, but evangelical about our mission and absolutely, utterly committed to our students' futures.

### **And, Conversely, How Not to Get an Interview**

We routinely get hundreds of applications for a position. We hire carefully. We have a process in place to do this.

**Call or drop by.** Filling this position is a high priority for us. But, it's not the only thing we have to do. As senior leaders, we are very good at managing our time. Presuming that you've a better plan for managing our priorities than do we gets us off to a bad start.

**Ignore the very clear instructions found in the “How to Apply” section.** Unless we know you well enough that we are absolutely positive that you are as careful about data security as are we, the only attachment we are opening from you is a .PDF. We need salary requirements because, if we're not even in the ballpark, the earlier we find out, the happier everyone is.

### **How to Apply**

Please send a chronological résumé or CV (employment gaps need to be explained), salary requirements, and at least three professional references (who will not be contacted without your permission) in a single .PDF document to [WadeHK@webber.edu](mailto:WadeHK@webber.edu) using Director of Athletics Search as your subject line. We get a LOT of emails every day, so it is important to use this precise subject line to be sure your materials get to the right place. Because of data security concerns, we will only open .PDF documents. Submissions without salary requirements will not be considered. If you absolutely cannot apply electronically, you may mail your materials to President, Webber International University, 1201 N. Scenic Highway, Babson Park, Florida, 33827. But, if you send paper materials, we will have to scan them for you. So if you must choose this option, please send plain, unbound, single sided materials.

**Principals only.** Please do not contact us trying to sell us search or other services. We have a placement firm with whom we are satisfied. If you are a placement firm and send us unsolicited candidates, leads, résumés, or applications we will consider them gifts.