Assistant Director of Internal Operations
Athletic Department

West Virginia State University:
West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men’s sports and six women’s sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

West Virginia State University Athletics invites applications for the position of Assistant Director of Internal Operations. This is a full-time, benefit-eligible position. The individual will report to the Athletic Director and will collaborate with the Athletic Director to support and advance the mission of the Athletic Department.

Responsibilities for the Assistant Director of Internal Operations

- Academics & student-athlete development
- Assist in scheduling of facilities, game day management and outside events
- Coordinate off-campus team travel, primarily ground transportation
- Assumes other responsibilities as assigned by the Athletics Director
Requirements & Qualifications for the Assistant Director of Internal Operations

- Bachelor's degree required, Master’s degree preferred.
- Minimum of 3-5 years in Athletic Administration preferred.
- The ideal candidate will have strong interpersonal, organizational, and written/oral communication skills.
- Valid driver's license,

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by October 22, 2021. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Human Resources at (304) 766-3156 and/or hr@wvstateu.edu.