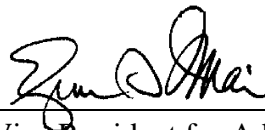


ASSISTANT ATHLETIC DIRECTOR - SENIOR WOMAN ADMINISTRATOR

This is managerial work in planning, organizing and directing administrative and support activities of the Athletic Department including the administration of women's and selected men's varsity sports. Work involves serving as the NCAA and WAC designated Senior Woman Administrator and serving as a leader and spokesperson for the needs and interests of women in the M-noa intercollegiate athletics department; administering and overseeing the day to day operations of women's and selected men's varsity sports; directing and supervising coaches; planning, organizing and controlling the women's athletic program including personnel, budget and finance, sports schedules, team travel, fund raising and promotion; developing and implementing athletics department policies and procedures; monitoring and supervising the administration of the University's athletic scholarship program to ensure compliance and eligibility with NCAA, WAC and University's policies and regulations; overseeing compliance with Title IX to include monitoring policies, procedures and practices; developing and implementing gender equity plans and programs; providing education and information to the University community on Title IX issues; overseeing the NCAA Athletics Certification process; and serving as the department's representative at conferences and meetings, with women's groups and national organizations. Work entails establishing and maintaining effective working relationships with administrative officials, coaches, athletes, faculty, students, booster organizations, State and national associations related to educational institutions, and the general public. Work requires thorough knowledge of University, WAC and NCAA athletic program policies, rules, and regulations. Work is performed under the broad administrative direction of the Director of Athletics who reviews such work through observation of results obtained, conferences and written reports.

The amendment, retitling and repricing of the class Assistant Director of Intercollegiate Athletics - Director of Women's Sports to Assistant Athletic Director - Senior Woman Administrator is approved effective September 16, 1999.



Senior Vice President for Administration

February 25, 2000

Date