



**Wingate University**  
**Position Description**

**Position Title:** Director, Track and Field and Cross Country

Founded in 1896, Wingate University is a private, comprehensive institution offering students active learning opportunities through personalized instruction, world travel, career discovery, faith development, and community service. Wingate University is a residential university with a liberal arts core located near Charlotte, North Carolina. More information about the university may be found on our website: <http://www.wingate.edu>

**FLSA Classification:** Exempt Staff

**Job Summary:**

The Director of Track and Field and Cross Country will be responsible for managing all aspects of a competitive and successful NCAA Division II program. Primary responsibility will be the planning and instruction of all skills associated with the sport. The successful candidate must have a strong commitment to the academic success of the student-athletes in the program that leads to graduation through a positive collegiate experience. This is a full-time, 12-month, exempt position reporting to the Director of Athletics.

**Primary Duties and Responsibilities:**

- Ensures compliance with NCAA, SAC and Wingate Policies and Regulations.
- Perform individualized and team instruction with emphasis on teaching all skills and strategies associated with the sport.
- Recruit quality student-athletes that are committed to the University's mission.
- Manage the program budget.
- Provide academic support and oversight for student-athletes.
- Responsible for scheduling meets.
- Hire and supervise staff.
- Responsible for practice and meet planning and implementation.
- Develop and evaluate athletes.
- Supervise an effective strength and conditioning program.
- Manage travel to include booking hotels, vans, buses, etc.
- Develop and maintain positive alumni relations.
- Handle day-to-day program administration.
- Prepare scouting reports to include film analysis.
- Participate in fundraising and community service activities.

### **Minimum Requirements:**

- Bachelor's degree required; Master's degree preferred.
- Successful collegiate head coaching experience is preferred.
- Demonstrated expertise in on course/track instruction and knowledge of the sport.
- Ability to recruit student-athletes that will be successful in the classroom and in competition.
- Ability to lead, mentor and motivate student-athletes.
- Must have strong communication, organizational and interpersonal skills and a demonstrated ability to produce and manage a competitive Track and Field and Cross Country program are important.

Salaries and benefits at Wingate are competitive and commensurate with experience.

Please send a letter of interest, resume/CV, and contact information of three references to [hr@wingate.edu](mailto:hr@wingate.edu).

**EQUAL OPPORTUNITY EMPLOYER:** Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.