



ST. IGNATIUS COLLEGE PREPARATORY

Associate Athletic Director

STATUS: Exempt, full time staff member

REPORTS TO: Athletic Director

MISSION STATEMENT:

St. Ignatius College Preparatory is a Catholic, Jesuit school serving the San Francisco Bay Area since 1855. Through a rigorous and integrated program of academic, spiritual, and co-curricular activities, St. Ignatius challenges its students to lead lives of faith, integrity, and compassion. Students are enriched by a diverse and loving Christian community and are called to become life-long learners who develop their individual talents for the greater glory of God. With a commitment to intellectual excellence, leadership, service, and justice, we strive to be men and women for and with others, responding courageously to the opportunities and challenges of our time.

PRIMARY ROLE:

The Associate Athletic Director will be part of an athletic administrative staff that helps run an athletic department of 1000+ athletes, 27 programs, 69 teams and 135+ coaches. Your role will include supervising specific sports, working with coaches to promote their programs, mentoring student-athletes, leading our intramural programs, attending games and assisting with schedules and transportation.

A SUCCESSFUL CANDIDATE:

- Has knowledge of High School Athletics
- Will have attended college
- Enjoys working with student athletes and coaches, along with has notable experience working with and administering to adolescents.
- Has strong organizational skills
- Has experience coaching at the high school and/or college levels
- Is available to be present during school hours, along with being at evening and weekend events
- Will be willing and able to assist the Athletic Director with various jobs and tasks that happen throughout the school year.

HOW TO APPLY:

Interested applicants should submit a cover letter, resume and salary requirements (a must). We are committed to an equitable hiring process; therefore, in order to be

considered, please remove your name, address, email address, telephone number and photographs from your cover letter and resume prior to submission here: [Associate Athletics Director](#)

In the cover letter, please include the following:

- Briefly describe why you want to be part of the SI athletic staff.
- How would your leadership enhance our overall athletic program? Have you had experience improving specific athletic teams or overall programs in the past?
- What three to four sports programs at SI would you want to supervise and why?
- Include examples of how diversity, equity, inclusion and belonging have been a part of your work and how these experiences will enhance the SI athletic program

Pre-employment background screening is required for all positions. *St. Ignatius College Preparatory is required by law to conduct FBI and DOJ background checks.*

SI OFFERS A COMPREHENSIVE AND RICH EMPLOYEE BENEFITS PROGRAM FOR REGULAR, FULL TIME, EMPLOYEES WHICH INCLUDES:

- Company paid Medical Insurance Contributions for single, two-party and family plans at a rate of 75%
- Fully paid insurance for Dental, Vision, Life, AD&D coverage for single, two-party and family plans
- Flexible Spending Plans for insurance plans plus for child care coverage
- Tuition remission program
- Student Loan Reimbursement (up to \$2,000 annually)
- Annual Retirement Savings Contributions
- Professional Development Resources

SI FOSTERS A DIVERSE AND INCLUSIVE COMMUNITY:

St. Ignatius College Preparatory strives to be a just, inclusive, and Catholic, Ignatian community where all students, faculty, staff, parents and alumni feel seen, heard, valued, and loved and experience full acceptance. We are committed to hiring, supporting, and retaining a diverse faculty and staff. We see our determination to offer diversity, equity, inclusion, and belonging not as a destination to be reached, but a continuous, life-long journey together.