

**EASTERN ILLINOIS UNIVERSITY
DEPARTMENT OF ATHLETICS
POSITION ANNOUNCEMENT
DIRECTOR OF FOOTBALL OPERATIONS**

The Director of Football Operations reports to the Head Football Coach, with a parallel line to the Sr. Associate Athletic Director, and is responsible for the organization of the day-to-day operations of the Eastern Illinois Football program. Assists the Head Football Coach in all phases of planning, developing, and promoting a highly competitive Division I program.

Responsibilities include but are not limited to:

1. Administrative
 - a. Oversee the day-to-day operations of Eastern Illinois Football.
 - i. Anticipate and satisfy all logistical needs of the football program.
 - b. Manage and direct Coordinator of Equipment Services, Graduate Assistant Director of Football Operations/Player Development, Quality Control interns and student assistants and volunteers.
 - c. Serve as liaison between the football office and the athletic department; academic services, athletic communications, marketing, compliance, ticket office, business office, sports medicine, equipment, strength and conditioning, training table, facilities, University Conference Planning and University Police.
 - d. Assist Head Football Coach in all phases of planning, developing and promoting an Ohio Valley Conference champion-caliber program.
2. Operational
 - a. Coordinate team travel logistics and itineraries.
 - b. Coordinate arrangements for pre-season training camp.
 - c. Organize and coordinate NFL relations.
 - d. Assist with the monitoring and support of student-athletes in the areas of: financial aid, housing, and meal arrangements.
 - e. Coordinate and communicate all practice schedules with all supporting offices.
 - f. Oversee Countable Hours Logs and complete compliance documents as needed.
 - g. Coordinate all video needs of the football team.
3. Recruiting
 - a. Schedule, organize and coordinate all high school summer camps.
 - b. Assist with all official and unofficial visits as needed.
 - i. University Host-recruit liaison during official visit weekends – on call to assist all hosts/recruits in any emergency and provides transportation every evening to return recruits from campus to the family hotel.
4. Other
 - a. Responsible for adhering to all Department and University policies and procedures, as well as the rules, regulations, bylaws and interpretations of the Ohio Valley Conference and the NCAA.
 - b. Other duties as assigned.

QUALIFICATIONS

1. Bachelor's Degree/Master's Degree preferred
2. Previous experience in a college football program.
3. Extremely organized and detailed with an ability to prioritize time-sensitive tasks.
4. Work a highly variable schedule, including nights and weekends.
5. Service & solutions-oriented team-player, placing program needs ahead of individual needs.

6. Knowledge of rules and regulations of Eastern Illinois University, Ohio Valley Conference and the NCAA preferred.
7. Demonstrated commitment to diversity and experience with promoting inclusive excellence is required.

A complete file consists of a letter of application, resume, and names, phone numbers, emails of three (3) professional references. Please submit application materials on Interfolio via the link <http://apply.interfolio.com/73096>.

For questions regarding this search, please contact Mark Bonnstetter, Search Committee Chair, at mdbonnstetter@eiu.edu.

Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer - minority/female/disability/veteran – committed to achieving a diverse community.