• Serve as ex officio chair of the University Research Enhancement Committee and provide administrative support for grant recipients.

• Undertake other special projects within the general scope of responsibilities as required.

8. DIRECTOR OF ATHLETICS

The Director of Athletics is responsible for the overall development of a comprehensive program for men’s and women’s intercollegiate sports. The Director will recommend the overall goals and rules of the intercollegiate athletic program; recruit and manage all athletic personnel; develop and implement a budget; and design and implement an effective fund raising, marketing and promotions program in coordination with the Office of Institutional Advancement. The Director is also responsible for executing institutional, conference and NCAA policies. Specific responsibilities of the position include the following:

• Recommend programmatic goals, capital expansion, staffing, budget appropriations, and other aspects of the men’s and women’s intercollegiate athletics program.

• Recommend rules and procedures that ensure compliance with National Collegiate Athletic Association (NCAA) and Texas A&M University-Corpus Christi rules and procedures.

• Develop, coordinate and supervise the sports programs.

• Ensure that coaching and administrative staff actively support the department and university’s joint commitment to academic achievement for each student-athlete.

• Coordinate scheduling for sports events involving other universities= participation and ensure appropriate revenue contracts.

• Oversee departmental marketing.

• Conduct long-term planning to determine the need for and feasibility of constructing or upgrading athletic facilities on campus and in the local community.

• Manage overall fiscal operations for athletics.

• Provide overall supervision for both professional and classified personnel in the department.
• Provide leadership and serve as the primary spokesperson for the men’s and women’s
tercollegiate athletics program to faculty, staff, students, alumni, sports media, and
the general public.

• Spearhead fund raising efforts to provide for athletic scholarships, facilities, and
equipment in coordination with the Office of Institutional Advancement.

9. DIRECTOR, SOUTH TEXAS INSTITUTE FOR THE ARTS

The Director is the chief operating officer for visual and performing arts activities under
the responsibility of the South Texas Institute for the Arts (STIA) as assigned by the
President in cooperation with the STIA Board. Specific responsibilities of the Director
include the following:

• Serve as the day to day liaison between Texas A&M University-Corpus Christi (staff
and operations), STIA 501 (c)3 Board of Trustees (program support) and City of
Corpus Christi (landlord) to ensure STIA is financially solvent and all partners
support institute goals and objectives.

• Manage, with university budget office, expenditures related to approved State funds,
and income generated by STIA Board and City provided income.

• Implement university rules, appropriate student services and special requests from the
President’s office that ensure successful operation of institute programs.

• In coordination with the TAMU-CC office of Institutional Advancement, manage and
implement all fund raising activities to ensure that the private sector matches State
allocations 2:1 (minimum) with emphasis placed on special events, grant
writing and annual gifts from individuals, corporations and foundations secured in the
name of STIA.

• Develop, coordinate and help implement activities of the 501(c)3 Board of Trustees,
Board of Governors committees, volunteer-run Auxiliary, Store and Docent Council
which ensure that university and community audiences are provided with high quality
services.

• Supervise personnel assigned to the institute to implement on-site programs at the
museum, Garcia Arts Education Center and off-site programs throughout the region.

• Oversee the development, approval process and implementation of exhibitions,
collections activities, youth and adult art education programs offered to university
students, faculty, staff and the community at large.

• Provide staff leadership to coordinate long range planning that coincides with
university goals and services sought by STIA volunteers and City officials.