



**DEPARTMENT OF ATHLETICS  
POSITION ANNOUNCEMENT  
DIRECTOR OF FOOTBALL OPERATIONS**

The Director of Football Operations reports to the Head Football Coach with additional oversight and guidance from a member of the Senior Athletic Management staff. This position is responsible for the organization of the day-to-day operations of the Football program. This position assists the Head Football Coach in all phases of planning, developing, and promoting a highly competitive Division I program, within the guidelines, rules and regulations of Eastern Illinois University, the Ohio Valley Conference and the NCAA.

**The expectations of the Director of Football Operations:**

- Oversee the day-to-day operations of Eastern Illinois Football
- Anticipate and satisfy all logistical needs of the football program
- Manage and direct GA Director of Football Operations/Player Development, Quality Control interns and student assistants and volunteers
- 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
- Coordinate team travel logistics and itineraries
- Coordinate arrangements for pre-season training camp
- Organize and coordinate NFL relations
- Assist with the monitoring and support of student-athletes in the areas of: financial aid, housing, and meal arrangements
- Coordinate and communicate all practice schedules with all supporting offices
- Oversee Countable Hours Logs and complete compliance documents as needed
- Coordinate all video needs of the football team
- Assist with all official and unofficial visits – serve as 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
- Responsible for full compliance with University, Department and NCAA regulations
- Collaborate on development of a responsible budget for their sport
- Collaborate with Athletic and University support units to ensure Student-Athlete health, safety and well-being
- Perform other duties as assigned by the Director of Athletics

**QUALIFICATIONS**

Bachelor's Degree required; Possess 2 years of athletic operations experience or comparable experience and/or football playing experience. Must be organized and have ability to prioritize time-sensitive tasks. Work a highly variable schedule including nights and weekends; Must be service and solution-oriented, placing program needs ahead of individual needs; Knowledge of NCAA rules preferred.

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/105195>.

For questions regarding this search, please contact Mark Bonnstetter, Search Committee Chair, at [mbonnstetter@eiu.edu](mailto:mbonnstetter@eiu.edu).

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