



Posted: 06/12/2026
Salary: \$54,260.00 - \$66,300.00
Status: Exempt, Full-time

[The College of Idaho](#), a private liberal arts college, is seeking an **Associate Athletic Director for Internal Operations**. This full-time administrative role is pivotal in driving the strategic vision and day-to-day internal functions of our athletic department. Reporting directly to the Vice President of Athletics, the successful candidate will provide comprehensive operational leadership to support our mission of excellence both on the field and in the classroom. If you are a dedicated leader passionate about shaping a robust, student-centric sports culture within a tight-knit campus community, this position offers an exciting opportunity to make a lasting institutional impact.

In this multifaceted role, you will serve as the primary liaison for all NAIA compliance and eligibility matters, ensuring strict institutional adherence to NAIA, conference, and campus regulations. Beyond certifying student-athlete eligibility and providing rules education, you will manage daily internal operations—developing departmental policies and coordinating scheduling, travel logistics, in-game entertainment, and game day operations in collaboration with the Assistant Athletic Director. Financially, you will help develop and monitor sport program budgets, ensuring fiscal responsibility through precise forecasting and analysis for the Vice President of Athletics. Finally, you will champion student-athlete success by overseeing academic support services, tracking performance metrics, and collaborating with admissions, financial aid, and faculty to boost recruitment, retention, and overall student well-being.

To be considered for this leadership position, candidates must possess a Bachelor's degree in sports management, business administration, education, or a related field, though a Master's degree is highly preferred. Requirements include three to five years of progressive administrative experience within a collegiate athletics department, featuring a proven track record of managing complex sport-specific budgets and overseeing facility scheduling and event operations. Essential skills include an expert-level understanding of NAIA compliance and eligibility certification procedures, as well as an appreciation for the unique role of sports within a private liberal arts setting. Candidates should be open to working a flexible schedule that includes irregular hours, such as evenings, weekends, and holidays, alongside occasional travel.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current, valid driver's license is also required, and candidates must be vehicle-insurable.

The College offers competitive benefits, including tuition waiver for dependents, health insurance, a retirement plan with employer match, generous paid time off, free access to on-campus fitness centers, and free admission to campus events. Spouses, domestic partners, and dependents are eligible for benefits coverage.

A complete application will include a current résumé, a cover letter addressing qualifications for the position, and the names and contact information of three (3) references: two (2) from management and one (1) professional, sent to careers@collegeofidaho.edu. Review of applications will begin immediately and continue until qualified candidates are selected. As we move through the application review process, additional information may be requested from qualified candidates.

With over 134 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is a [mission-driven community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal-opportunity employer. We are dedicated to attracting, retaining, and optimizing performance and academic excellence through an inclusive workforce. The College does not discriminate on the basis of sex, race, color, age, religion, disability, national and ethnic origin, veteran status, sexual orientation, gender identity, or any other basis protected by law.