



## **Commission on Accreditation of Athletic Training Education Executive Director Vacancy Listing**

The Commission on Accreditation of Athletic Training Education, which administers the accreditation for 360+ athletic training education programs at colleges and universities across the country, is seeking its first full time executive director. The Round Rock, Texas office houses two staff members who are employed by an association management company on a two-year contract. The executive director would be based in the Round Rock (Austin) location.

The executive director will oversee business functions, provide financial oversight, manage contract employees and organize the workload, as well as represent the Commission to internal and external audiences.

This job requires a minimum four years experience and may be a good match for a sharp #2 or department head in a larger organization. The following qualifications and characteristics define the ideal candidate.

### **Qualifications**

- Strong financial acumen
- Strong oral communication skills
- Strong written communication skills
- Experience working with board and volunteers
- Operations perspective; comfortable with hands on work
- Attention to detail and strong organizational skills
- Customer service orientation
- Demonstrated leadership and initiative
- Strategic thinker
- Background in athletic training, healthcare, accreditation and/or non-profit organizations
- Bachelors' degree
- Certified Association Executive preferred

### **Personal Characteristics**

- People intuitive, good listener, team player
- Ability to build and maintain good relationships
- Personal integrity
- Understanding of protocol
- Diplomatic
- Self confident with low ego needs
- Energetic, bright, positive

Review of applications will begin May 1, 2008. Position starts July 2008 depending on candidate availability. This position will remain open until filled.

Candidates should electronically submit resume, cover letter with salary requirement, and reference contact information from their three most recent jobs. Send to Douglas B. Gregory, MD at [dbgregory@aol.com](mailto:dbgregory@aol.com) by May 1, 2008.