

OPPORTUNITY PROFILE | UIW



UNIVERSITY OF THE INCARNATE WORD

THE UNIVERSITY OF THE INCARNATE WORD INVITES SELECTED CANDIDATES TO APPLY FOR THE POSITION OF ATHLETIC DIRECTOR AT THIS PRESTIGIOUS AND GLOBALLY RECOGNIZED INSTITUTION. THE SEARCH FOR UIW'S NEXT ATHLETIC DIRECTOR WILL BE LED BY A SEARCH COMMITTEE WITH FORMAL ASSISTANCE FROM ATHLETICS ADMIN.

The University of the Incarnate Word (UIW) was founded in 1881 by the Sisters of Charity of the Incarnate Word. Today, UIW is the largest Catholic university in Texas, with a total enrollment of 10,312 students, and is a Hispanic-Serving Institution under federal guidelines. According to national enrollment data, UIW is No. 1 in the U.S. among all private, not-for-profit universities in conferring bachelor's degrees to Hispanics. The University serves a far greater percentage of minority and first-generation college students than other large private universities in the state.

Inspired by Judeo-Christian values, Catholic Intellectual Tradition, and Catholic Social Teaching, the University aims to educate men and women who will become concerned and enlightened citizens within the global community.

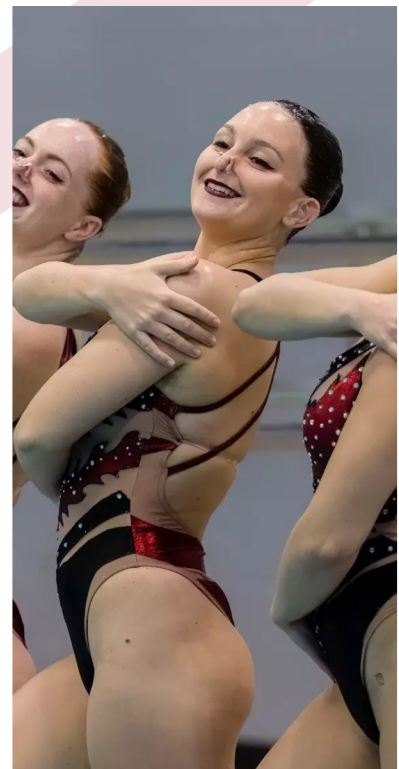
The University is committed to educational excellence in the context of faith in Jesus Christ, the Incarnate Word of God. Thus, through a liberal education, the University cultivates the development of the whole person and the values of lifelong learning. To that end, faculty and students support each other in the search for and communication of truth, thoughtful innovation, care for the environment, community service, and social justice.

UIW welcomes persons of diverse backgrounds to its community in the belief that their respectful interaction advances the discovery of truth, mutual understanding, self-realization, and the common good.



The University offers more than 125 undergraduate majors, minors, and concentrations, as well as more than 70 graduate, doctoral, and professional programs. These include Ph.D. programs in Education and Vision Science and professional degrees in pharmacy, optometry, nursing practice, physical therapy, occupational therapy, osteopathic medicine, and business administration. UIW is one of 24 universities in the U.S. with an optometry program, while its pharmacy school is the only one at a private university in Texas. In summer 2017, the School of Osteopathic Medicine welcomed its first class of students to a new facility at Brooks City Base.

The University is proud to be a global institution. Six percent of enrolled students are international, representing 55 countries, including Mexico, Spain, Canada, India, and the United Kingdom. In addition, UIW has more than 145 international Sister School relationships in 47 countries across Europe, Africa, Asia, Australia, and North and South America, providing rich diversity in each student's experience.



UIW is the only Catholic NCAA Division I athletics program in the South and sponsors 15 sports and 24 men's and women's teams. As a proud member of the Southland Conference, UIW teams model ethical sportsmanship and exemplary athleticism. For 17 consecutive years, UIW was named one of the "Great Colleges to Work For" in a national survey by The Chronicle of Higher Education. The University also earned a place on the national Top 10 Honor Roll in the medium-sized classification for universities with enrollments between 3,000 and 9,999 students.

UIW's athletic programs include baseball, men's and women's basketball, men's and women's cross country, men's and women's fencing, football, men's and women's golf, men's and women's soccer, men's and women's swimming and diving, men's and women's tennis, men's and women's indoor track and field, men's and women's outdoor track and field, softball, artistic swimming, volleyball, dance, and cheer.

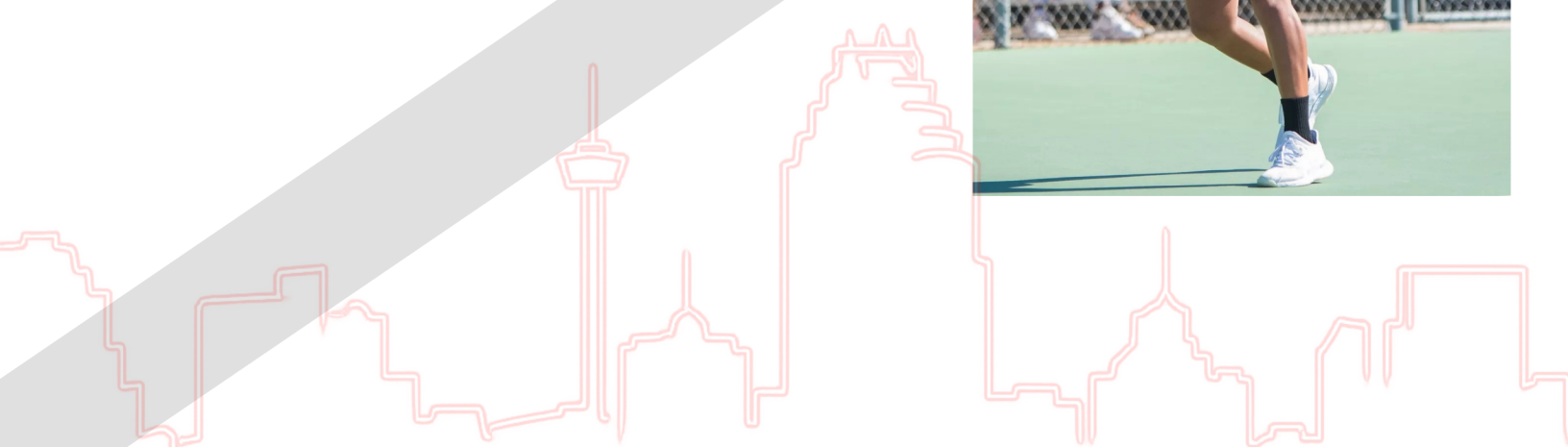
Since its transition to Division I, UIW has won conference championships in football (2018, 2021, 2022, 2024); men's tennis (2024, 2026); men's swimming and diving (2018, 2019); men's cross country (2023, 2025); men's indoor track and field (2022, 2023, 2024); men's outdoor track and field (2022, 2023, 2024); and women's basketball, which won the conference tournament championship in 2022. UIW also won a national championship in artistic swimming in 2024.



UIW Athletics prides itself on developing the student-athlete as a whole person and promoting excellence in competition, in the classroom, and in the community. In addition to success in competition, student-athletes completed more than 9,000 hours of community service and 2,500 hours of professional development during the 2025–26 academic year. Additionally, UIW student-athletes have achieved a cumulative GPA of 3.0 or higher in every semester of the University's Division I history.

UIW's men's soccer team is an affiliate member of the Ohio Valley Conference (OVC), while its artistic swimming, swimming and diving, and fencing teams are members of the Mountain Pacific Sports Federation (MPSF).

Southland Conference awards include:
 Commissioner's Cup for overall athletic excellence: 2021–22, 2022–23
 Southland SAAC Serves Award for community service: 2021–22, 2023–24, 2024–25
 Academic Performance Award for the highest academic performance/APR: 2025–26



POSITION **OVERVIEW**

The Athletic Director plans, administers, and directs intercollegiate athletic activities at UIW, including interpreting and participating in the formulation of extramural athletic policies. Employs and oversees coaches and other department employees. Coordinates with offices across campus on the preparation and dissemination of publicity to promote athletic events. Oversees planning and coordinates the activities of all head coaches.

The Athletic Director prepares the athletics budget and authorizes department expenditures. Works closely with UIW's Development Office in the creation and execution of a comprehensive fundraising plan incorporating both operational and capital fundraising initiatives. Plans and schedules sporting events and oversees all aspects of those events.

This position is considered a "Responsible Employee" under the University of the Incarnate Word's Sexual Misconduct Policy, with reporting responsibilities as set forth in the policy.

Job Duties

Duties include, but are not limited to: strategic planning and budgeting; operational and capital fundraising; compliance oversight; personnel management; fiscal oversight; year-round facilities management; and involvement with all coaching staff members in the recruitment and retention of student-athletes.

The Athletic Director will oversee the senior staff and all head coaches. Additional responsibilities will include oversight of the student-athlete training program, the compliance office, athletic facilities, and event coordination. The Athletic Director will also promote positive relationships between student-athletes and the community, particularly through community service. Other duties as assigned.



POSITION **OVERVIEW**

Qualifications

Must have knowledge of federal and state regulations, including Title IX, NCAA guidelines, and University policies. Must have comprehensive knowledge of NCAA Division I regulations and philosophy.

Must possess good moral character, with conduct consistent with University and state codes of conduct. Must have the ability to work effectively with individuals from diverse communities and cultures.

Ensure all athletic events and activities are conducted and implemented in accordance with federal and state regulations, including Title IX, NCAA guidelines, conference policies, and University policies.

Adhere to all applicable rules and regulations of the University, the conference, and the NCAA.

Required Education

Bachelor's degree

Required Work Experience

Eight (8) or more years of experience in collegiate athletics, including progressively increasing leadership responsibilities.

A minimum of four (4) years of senior leadership experience in intercollegiate athletics administration.

Proven commitment to student-athlete success and to fostering an environment of academic achievement, well-being, and inclusion.

Proven record of sound judgment, professional achievement, and the highest standards of personal and professional integrity.

Demonstrated success in fundraising, donor engagement, and advancement activities.

Experience leading diverse organizations and building collaborative relationships across campus and with alumni, community members, and external stakeholder groups.

Preferred Qualifications

Master's degree or higher





HOW TO APPLY

Candidates are encouraged to visit UIWAD.com to learn more about the University, Cardinals athletics and the position.

Applications will receive full consideration if submitted by Friday, September 11. Candidates should submit the following materials as a single PDF, inclusive of responses to the two (2) questions below:

- A cover letter
- A current résumé

UIW is a Catholic university whose Mission emphasizes educating the whole person and serving the common good.

1. How would you translate UIW's Mission into the daily culture, priorities, and operations of UIW's intercollegiate athletics department?
2. What would you want student-athletes, coaches, staff, faculty, alumni, and the broader community to say about the role of Athletics in advancing the University's Mission?

Please limit your combined response to these two questions to no more than two (2) pages.

All application materials should be combined into a single PDF and submitted to uiw@athleticsadmin.com.

Nominations and confidential inquiries regarding the position may be directed to KC Smurthwaite at kc@athleticsadmin.com or Craig Angelos at craig@athleticsadmin.com.