Job Opening: Assistant Athletic Director

Location: Marist High School, Chicago, IL
Department: Athletics
Reports to: Athletic Director
Application Deadline: This position will close when a qualified candidate is identified and hired
Start Date: Position is expected to begin on or before September 8, 2025, contingent upon candidate availability.

Position Overview

Marist High School, a premier Catholic, coed college preparatory institution in Chicago, is seeking a dynamic and motivated **Assistant Athletic Director** to join our Athletics Department. This individual will play a key role in supporting the Athletic Director in overseeing the operations of our comprehensive athletic program, which emphasizes excellence in performance, sportsmanship, and personal growth.

Key Responsibilities

- Assist in the day-to-day operations and administration of the Marist Athletics Department.

- Act as liaison between coaching staff, faculty, students, parents, and the broader Marist community.

- Coordinate practice schedules, game-day operations, transportation, facility and staffing needs.

- Organize and schedule interscholastic events, including hiring officials and game-day personnel.

- Update and manage rosters, athletic website, social media, and communication platforms (e.g., 8to18, alerts/messages).

- Supervise athletic contests (nights/weekends required). Game day responsibilities.

- Provide mentoring and support to coaches; ensure compliance with school policies and IHSA, ESCC, CCL and GCAC guidelines.

- Maintain digital ticketing system (GoFan) and oversee HUDL usage.

- Assist with budgeting and tracking athletic expenses.

- Ensure all athletic volunteers and staff meet background check and training requirements.

- Represent the department professionally and serve as a first point of contact for guests.

- Promote a culture of inclusivity, respect, and enthusiasm in all athletic programs.

- Perform any other duties as assigned by the Principal and/or Athletic Director

---

Required Qualifications

- Bachelor's degree required.

- Proficiency in computer software programs such as Microsoft Office, Google Suite and various SIS.

- Excellent written and verbal communication abilities.

- Strong interpersonal, organizational, and time-management skills.

- Willingness to learn and take-on added responsibilities.

- Ability to manage confidential information with discretion.

- Effective collaborator and independent problem solver.

- High emotional intelligence and professionalism in dealing with students, parents, and staff.

- Ability to work nights and weekends

- Must have willingness to contribute to the overall mission of the school

---

Preferred Experience & Attributes

- Experience in athletic administration, coaching, and/or teaching across multiple sports and levels.

- Previous leadership or supervisory experience strongly preferred.

- Background experience in working with adolescents, experience with leading students and adults in a school setting

---

Work Schedule & Conditions

- 12-Month; Full-time position; includes evening and weekend responsibilities.

- Ability to work in a high-paced, team-oriented environment.

- May require lifting and physical activity during event set-up.

Compensation & Benefits

Compensation is commensurate with experience. Marist High School offers a comprehensive benefits package including health, dental, vision, and retirement plan options.

How to Apply

Interested candidates should submit the following materials:

1. Cover letter

2. Resume

3. Contact information for three professional references

Submit application materials to: Fleming.Pat@Marist.net

Subject Line: *Assistant Athletic Director Application – [Your Name]*

About Marist High School

Marist High School, operated by the Marist Brothers, is committed to preparing students to lead and serve with compassion, integrity, and faith. Our athletic programs are an extension of that mission, fostering teamwork, discipline, and school spirit.

Marist High School is an equal opportunity employer and values diversity among its staff.