



Director of Hockey Administration (Part-Time)

American Collegiate Hockey Association (ACHA)

Due to significant membership growth over the past four years and our continued commitment to providing timely, professional service to more than 560 teams across five divisions and the American Collegiate Development Conference (ACDC), the American Collegiate Hockey Association (ACHA) is expanding and restructuring its leadership team.

To better support our membership and growing operational needs, the ACHA is creating a new **Director of Hockey Administration** position. This role will work closely with the Executive Director, Director of Hockey Operations, ACHA staff, and membership to oversee many of the Association's administrative, compliance, and member service functions.

The ACHA recently completed its 35th season and is recognized as the largest collegiate hockey association in the world, serving more than 14,000 student-athletes and coaches annually.

Position Responsibilities

The Director of Hockey Administration will be responsible for:

- Managing new membership applications and related communications
- Coordinating the appeals process in accordance with ACHA policies and procedures
- Administering annual Association and Divisional Awards programs
- Maintaining and updating the ACHA Almanac and historical resources
- Managing and updating the ACHA Membership Map and related data
- Overseeing supplemental discipline processes in accordance with ACHA policy
- Coordinating timely communications regarding deadlines, policy updates, and membership initiatives
- Managing incident reports and related documentation
- Coordinating SafeSport reporting and communications
- Serving as a member of the ACHA Hall of Fame Committee
- Assisting with special projects and additional duties as assigned

Qualifications

The ideal candidate will possess:

- Strong organizational, communication, and administrative skills
- Experience within junior, collegiate, and/or professional hockey
- The ability to manage multiple projects and deadlines simultaneously
- Strong attention to detail and commitment to member service

- Professionalism, discretion, and sound judgment when handling sensitive matters
- The ability to work independently while collaborating effectively within a team environment
- A collaborative, service-oriented mindset
- A passion for the continued growth and advancement of collegiate hockey

This opportunity may be particularly attractive to retired athletic administrators, coaches, league personnel, or hockey professionals seeking a meaningful **part-time leadership opportunity** within the sport. The position offers the ability to remain actively involved in collegiate hockey, contribute to the continued growth of the ACHA, and make a positive impact on the experience of thousands of student-athletes nationwide.

Reporting Structure

This position reports directly to the ACHA Executive Director and serves as a member of the ACHA Leadership Team.

Compensation

This is a part-time position with a fixed annual stipend. Compensation will be discussed with finalists and may be paid on a monthly or semi-annual basis.

Application Process

Interested candidates should submit:

- A letter of interest
- Current resume
- A brief statement outlining why they are interested in the position and how their background aligns with the role

Applications should be emailed to:

Craig Barnett

Executive Director

American Collegiate Hockey Association (ACHA)

cbarnett@achahockey.org

Applications will be accepted until the position is filled.

The ACHA is seeking an individual who shares our passion for collegiate hockey, values collaboration and service, and is looking for a rewarding **part-time leadership opportunity** with one of the most respected organizations in amateur hockey. The successful candidate will play a key role in supporting the day-to-day operations of the Association while helping ensure a positive and professional experience for our members across the country.