

Matthew Scott Cochran
1009 Francis Avenue
Tahlequah, OK 74464
(918) 931-2949

Dear Search Committee:

Please accept the attached credentials as my formal application for the Director of Athletics position at Northeastern State University.

I am submitting these materials for your consideration with a tremendous amount of pride and enthusiasm. I believe you will find my experience as the current Senior Associate Athletic Director, and my educational background, provides an excellent foundation upon which to continue to build a strong athletics program at Northeastern State University.

During my tenure, I have successfully implemented many worthwhile initiatives which are detailed more in my resume. I have strong associations with colleagues at the regional and national levels, and have built meaningful relationships with current Northeastern State staff, students and alumni. Because I have lived here for nearly 45 years, I sincerely believe I have the leadership skills to positively influence, build consensus, and make critical decisions to move NSU Athletics forward as we continue the Second Century.

Although the vast majority of my expertise has been derived in the areas of compliance and budgets, I would offer that I have experience in fund-raising and community relations as well. For example, the annual Athletic Association golf tournament, under my direct supervision, has raised over \$300,000 over the past 10 years. My direct involvement with fund-raising initiatives and donor management has allowed NSU Athletics to consistently give our coaches and student-athletes the necessary supplemental funding to fully appreciate the collegiate athletics experience.

I truly believe we have an awesome responsibility to make a difference in the lives of our students at Northeastern State University. Given the opportunity to meet with the search committee, I will share my vision and how I will work diligently to challenge our coaches and student-athletes to seek higher expectations and achieve greater successes athletically and academically.

Thank you for your time and I respectfully ask you to seriously consider my qualifications for the Director of Athletics position at Northeastern State University. I anxiously await the opportunity to meet with the committee in the coming days.

Sincerely,



Matt Cochran

MATTHEW SCOTT COCHRAN

1009 Francis Avenue ● Tahlequah, Oklahoma 74464 ● (918) 931-2949

EDUCATION

M.B.A., Northeastern State University, 1991

B.S., Northeastern State University, 1986

PROFESSIONAL EXPERIENCE

Northeastern State University

Department of Athletics

Senior Associate Athletic Director

Tahlequah, Oklahoma

1995-Present

Serve as primary contact for NCAA rules interpretations and Athletic Department liaison between the conference office (Mid-America Intercollegiate Athletics Association) and the national governing body (NCAA). Responsible for the coordination of on-campus game day event management and student services for ten varsity intercollegiate athletic programs. Additional job responsibilities include, but are not limited to:

- Supervise and monitor recruiting activities of coaching staff (30 full-time coaches and graduate assistants)
- Monitor eligibility and progress towards degree of approximately 300 student-athletes
- Provide year-round NCAA rules education and interpretations to coaches, athletic staff, and those with athletics-related interests
- Assist in the preparation of annual reports on Academic Success Rate (ASR), graduation rates, sport sponsorship demographics and Equity in Athletics Disclosure Act (EADA) to appropriate governances (NCAA and Department of Education)
- Assist in preparation of eligibility reports and squad lists for conference office
- Collaborate with Athletics Department personnel on Marketing, Promotions, and Fund-Raising initiatives
- Oversee drug testing programs (Athletic Department and NCAA)
- Facilitate academic service programs with the Assistant AD for Academic Services for all student-athletes
- Monitor scholarship budgets (estimated \$1.5 million) for each sport offering
- Monitor all operating budgets (estimated \$5.6 million) within the department to assure fiscal accountability
- Liaison to the offices of Student Financial Services, Student Affairs, Business Affairs, Admissions and Records and academic colleges
- Sponsor the Student Athlete Advisory Committee (SAAC) in cooperation with the Senior Woman Administrator
- Primary game administrator for all major athletic events on campus
- Coordinate maintenance for all athletic facilities
- Arrange team travel for NCAA Championship competition
- Member of search committee for the hiring of all athletic department personnel
- Direct the NSU Athletic Association's annual fund-raising golf tournament with the Assistant Athletics Director for External Operations
- Supervise Athletic Staff in the absence of the Director of Athletics
- Work with Assistant to the Athletic Director/Office Manager with day-to-day business transactions and student employment
- Supervision of Athletic Training staff (3 full-time and 4 graduate assistants)
- Provide assistance to coaching staff on future scheduling decisions

Northeastern State University

Student Financial Services

Scholarship Coordinator and Financial Aid Counselor

Tahlequah, Oklahoma

1991-1993 and 1995-1997

- Supervised university scholarship program
- Reconciled Federal Pell Grant funds to the Department of Education
- Counseled university and high school students on financial assistance options
- Scheduled work assignments for professional and support staff

American Airlines
Credit Card Sales Account Supervisor

Tulsa, Oklahoma
1994-1995

- Supervised four staff accountants
- Processed daily credit card transactions for Canadian Airlines
- Responsible for the weekly deposits to major credit card companies

Health Concepts IV, Inc.
Staff Accountant

Tulsa, Oklahoma
1988-1989

- Processed and distributed weekly payroll
- Reconciled four major bank accounts
- Processed accounts receivable

MAJOR ACCOMPLISHMENTS & INITIATIVES

- Developed all aspects of the current University Compliance Program during the university's transition from NAIA to NCAA membership status.
- Reorganized entire university athletic scholarship program to maximize the recruitment of the best quality student-athletes to the university with finite budget restrictions.
- Developed Institutional Drug Testing Program for Athletics and funded privately with corporate dollars.
- Developed NSU Student Athlete Advisory Committee to promote goodwill within university and local communities. NSU's SAAC president was nominated and confirmed to a two-year term on the NCAA Division II National SAAC (1999-2001). Annually, the SAAC raises funds to support the "Make-A-Wish Foundation" at the NCAA Division II level.
- Presented at the 1999 and 2001 NCAA Division II Financial Aid/Eligibility Deregulation Summits.
- Authored three legislative proposals that have been adopted by the NCAA Division II Membership.
- Executed the NCAA bid process to successfully bring these NCAA Regional Championships to NSU: Football (two times), Men's Basketball (one time), Women's Basketball (one time) Women's Golf (four times), Men's Soccer (two times) and Women's Tennis (multiple times).
- Successfully served as Interim Athletic Director four times since June 2000.
- Tournament Director of the NSU Golf Classic, the Athletics Department's primary fund-raiser. Dramatically increased participation and revenue from 30 players (generating approximately \$4,000.00 annually), to a consistent base of 100 players and total gross revenue of \$300,000.00 over the previous 10 years.
- Worked in collaboration with architects, Facilities Management, Director of Athletics, NSU Foundation, and coaches in the programming of the NSU Event Center construction. Also was highly involved in the strategic planning of fund-raising nearly \$500,000 for furniture, fixtures and equipment (FFE) to complete the Event Center project through naming rights in the facility.

PROFESSIONAL ORGANIZATIONS/COMMITTEES

- NCAA Division II Men's National Soccer Committee, 2018-2021
- NCAA Division II Men's Golf Regional Advisory Committee, 2006-2009
- NACDA- National Association of College Directors of Athletics
- NAAC- National Association of Athletics Compliance
- Chair of Compliance Coordinators, Lone Star Conference, 1998-2000, 2002-2003