



NCAA Division I Baseball Umpire Advisor Job Description

The independent contractor position of the Division I Baseball Umpire Advisor is one of the NCAA's commitments to improving the overall quality and consistency of umpiring throughout collegiate baseball. The Division I Baseball Umpire Advisor will provide assistance to the national coordinator of baseball umpires, who is responsible for managing and coordinating the activities associated with implementing the NCAA Baseball Umpire Program. Division I Baseball Umpire Advisor responsibilities will include regular season observation of prospective Division I Baseball Championship umpires (in-person, on television, etc.); observation of umpires during the Division I Baseball Championship (if requested); assisting in the recommendation of championship umpires to the Division I Baseball Oversight Committee (Championship Subcommittee); supporting preseason regional officiating clinics and/or an online clinic (if applicable); and other duties as assigned by the national coordinator, NCAA staff and/or baseball oversight committee.

Reports to: NCAA national office staff with responsibility to the NCAA Division I Baseball Oversight Committee (Championship Subcommittee).

Application Process: Please submit a cover letter, resume (listing qualifications), and list of references no later than October 10, 2025, to Randy L. Buhr via email at rlbuhr@ncaa.org.

Duties and responsibilities include, but are not necessarily limited to, the following:

The duties of the Division I Baseball Umpire Advisor shall include, but not be limited by, the following as determined by the NCAA staff and/or the NCAA Division I Baseball Oversight Committee (Championship Subcommittee):

1. Regular season observation of prospective championship umpires (in-person, on television, etc.) and submission of online observations in a timely fashion.
2. Attend the annual NCAA Division I Baseball Championship Umpire Selection Meeting.
3. Assist in the recommendation of championship umpires to the Division I Baseball Oversight Committee (Championship Subcommittee).
4. Observation of umpires during the NCAA Division I Baseball Championship (if requested).
5. Support the national coordinator in the planning and operation of one preseason in-person regional umpire clinic (if applicable) and/or an online umpire clinic (if applicable).
6. Participate in the NCAA Baseball Umpire Program annual meeting with Division I conference representatives.
7. Serve as a liaison to various conference coordinators of baseball umpires.

8. Participate on NCAA Baseball Umpire Program conference calls and/or Microsoft Teams meetings.
9. Assist in the preparation of printed educational materials and the CCA Baseball Umpires Manual (if requested).
10. Serve as a video review official for any applicable round of the NCAA Division I Baseball Championship (if requested).
11. Serve as a site representative for any applicable round of the NCAA Division I Baseball Championship (if requested).
12. Other duties as assigned by the national coordinator, NCAA staff and/or NCAA Division I Baseball Oversight Committees.

Preferred Qualifications and Minimum Requirements:

1. Extensive knowledge of NCAA Baseball Rules and current umpire mechanics and techniques.
2. Proficiency in computer skills, including Microsoft Outlook and Word.
3. Strong administrative and organizational skills.
4. Effective communication skills, both verbal and written.
5. Familiarity with and ability to relate to NCAA baseball coaches and umpires.
6. Experience as a college or professional umpire, and/or extensive knowledge of college baseball.
7. This person cannot be an active NCAA coach, umpire, or Division I Baseball conference umpire coordinator/assignor.
8. This person shall not be involved in assigning umpires for any regular season NCAA Division I baseball game.