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| **Job Title:** Esports Coach | **FLSA Classification:**   * Exempt ☐Nonexempt |
| **Reports to:** Senior Associate Director of Athletics | **Location:** |
| **Department: Athletic Department** | **Division:** |
| **Employment Category:**   * Full-Time ☐ Part-Time | **Paygrade:411** |

**PRIMARY PURPOSE OF POSITION**

The Esports Coach is responsible for leading, managing and administering all aspects of a varsity Esports program in accordance with NACE/TESPA and University rules and regulations, as well as support the Esports Club. The goals are to 1) be an energetic and engaged recruiter, 2) expand offerings to meet the interests of prospective and current students, 3) provide opportunities and support for Esport student-athletes to achieve academically and athletically and provide programming and resources that help prepare them with skills for life. The individual in this position must promote St. Edward’s University in a professional manner at all times while promoting a positive and productive working relationship with other staff members.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Plan, organize and develop esports programming and activities
* Recruit heavily at high schools (competitions, visits, recruiting fairs) ensuring that recruiting activities adhere to university as well as industry standard policies (Ex: NACE and TESPA)
* Ensure player eligibility in all collegiate leagues and competition
* Instruct student athletes on game strategies and performance principles during practice and competition for various games and competitions
* Schedule, organize, and communicate practices for student athletes
* Provide oversight and maintenance of facility, user access, equipment and supplies
* Supervise student staff for continued maintenance and upkeep of the facility and equipment
* Collaborate where appropriate with university-wide esports initiatives
* Effectively use fiscal resources to coordinate team travel and recruiting
* Other duties as assigned

**QUALIFICATIONS**

Bachelor’s degree required, Master’s degree preferred. Minimum of two years of recruiting experience is strongly preferred. Thorough knowledge of industry standards related to the field for all rules and regulations. Examples may include but are not limited to NACE and TESPA. Ability to operate and maintain computer equipment in esports facility including knowledge of gaming platforms, security standards, game production companies and supporting websites. Ability to troubleshoot equipment for optimal gaming and competition experience. Should possess high motivation with a capacity for independent work within the context of an intensely goal-oriented environment. Must possess an unencumbered driver’s license and the ability to successfully pass a criminal background check.

**WORKING CONDITIONS**

**SCHEDULE:** This is an exempt position with a flexible full-time schedule. The individual holding this position must be able to work nights, weekends and holidays to meet the needs of the department.

**PHYSICAL REQUIREMENTS**

* The expectations listed below are representative of the abilities that may be needed to fulfill duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* Physical strength/endurance to enable him/her to perform/participate in the following activities:
* Physically able to lift various materials up to 50 pounds on an occasional basis.
* While performing required job tasks, frequent walking and standing will be required 75% of the time.
* Possesses dexterity abilities required to perform typing, operate a computer and other office equipment.
* Flexibility to work long, irregular hours to include evening, weekend and holiday hours.
* Ability to travel by car and plane for University business.

**SUPERVISION RECEIVED:** General supervision is received by the Senior Associate

**SUPERVISORY RESPONSIBILITIES**

Director of Athletics.

**SUPERVISION EXERCISED:** Functional supervision is provided to student workers, with potential for an assistant coach in the future.

**EXPECTATIONS**

* The incumbent is expected to have or possess:
* Strong organizational and time-management skills.
* Highly effective verbal and written communications skills.
* Excellent interpersonal skills, including collaboration, relationship building, and ability to respond positively and flexibly when working with all levels in the organization and with outside parties.
* Agility to work with student-athletes and coaches and should be comfortable speaking to groups of various sizes.
* Knowledge of NACE and TESPA rules and regulations.
* Understanding of St. Edward’s University’s mission and goals is essential.
* Ability to work weekends and evenings is required. This position requires non-traditional hours.
* Ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
* Advanced knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and be self-motivated to stay current with emerging technologies.
* Ability to edit work for spelling and grammar, present numerical data effectively and read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
* Ability to adapt to change in the work environment, manage competing demands and deal with frequent change, delays or unexpected events.
* Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
* Ability and desire to be a strong team player and develop team dynamics within the athletic staff
* Desire to engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
* Ability to carry out all responsibilities and objectives in professional manner.
* Ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds in accordance with the Holy Cross Mission.
* Ability to adhere to the policies and procedures established by St. Edwards University

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |