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| **Job Title:** Assistant Coach – Men’s and Women’s Cross Country & Track and Field | **FLSA Classification:**  **Exempt** |
| **Reports to:** *Head Coach* | **Location:** |
| **Department:** Department of Athletics | **Division: Athletics** |
| **Employment Category:**  **Full-Time** | **Paygrade:** |

**PRIMARY PURPOSE OF POSITION**

The assistant coach will assist the university in meeting the specified goals of the mission

statement and the athletic department through professional management of the cross-country and track & field program. The goals are to provide opportunities and support for SEU student-athletes to achieve academically and athletically at the highest level and provide programming and resources that help build life skills. The individual will provide every opportunity for the program to compete for Conference Championships every year and operate with quality and integrity in the athletic department’s role as a focal point for school identity and spirit, support the community through public service.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Primary:

* Assist the head coach with coaching and administrative duties for the program.
* Actively assist in the planning and direction of the overall practice strategy: Run aspects of practices to include:
* instruct student-athletes in specific techniques
* instruct student-athletes in tactical strategies
* instruct student-athletes in proper strength and conditioning techniques
* Make strategic decisions in contest situations.
* Counsel student-athletes concerning academic progress.
* Lead reflection session with student-athletes relative to community service events

Secondary:

* Assist in the overall recruiting strategy and implementation of evaluating, identifying and recruiting quality student-athletes; correspondence with prospective student-athletes.
* Assist with scheduling contests and equipment purchase and organization.
* Assist in oversight of team travel keeping budget considerations in mind.
* Chronicle and report NCAA required data to the athletic compliance office.
* Travel nationwide for competition and recruiting.
* Perform other duties as assigned by Director of Athletics.

**QUALIFICATIONS**

**Required:**

* Baccalaureate degree, preferably in Physical Education, Kinesiology, Sports Management, or Exercise Science; Masters Degree preferred.
* Successful background in coaching and/or participating in track or cross country; preferably at the NCAA DII level.
* Ability to successfully pass NCAA recruiting examination within two months of hire.
* Excellent interpersonal, oral and written communication, administrative, and organizational skills.
* Basic familiarity, appreciation and empathy with the role of intercollegiate athletics and its relationship to the university, and the capacity to articulate that role and interact comfortably with those individuals and constituency groups (student-athletes, alumni, coaches, parents, etc.) crucial to the advancement of athletics at SEU.
* Highly motivated with a capacity for independent work within the context of an intensely goal-oriented environment.
* Successful completion of an employment and/or criminal background check is required.

**WORKING CONDITIONS**

**SCHEDULE**:  This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department.11 month, benefits eligible position.

**PHYSICAL REQUIREMENTS**

The expectations listed below are representative of the abilities that may be needed to fulfill the essential functions 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, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 50% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

**SUPERVISORY RESPONSIBILITIES**

SUPERVISION RECEIVED: General supervision is received by the Head Coach

SUPERVISION EXERCISED: Functional supervision is provided to student worker(s)

**EXPECTATIONS**

The incumbent is expected to have or possess:

* Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
* Has advanced knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
* Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
* Adapt to change in the work environment, manage competing demands and able to 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.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
* Carry out all responsibilities and objectives in professional manner.
* Accept and render constructive criticism in a professional manner.
* 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* |