

## POSITION DESCRIPTION

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**TITLE: Assistant Men's & Women's Rowing Coach – (Part-Time, Contingent)**

**Collective Bargaining - Ineligible - Contingent**

**Contingent positions are not eligible to participate in collective bargaining.**

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### **JOB SUMMARY:**

The Part-Time Assistant Men's and Women's Rowing Coach is responsible for serving as an assistant coach in a competitive NCAA Division III men's and women's rowing program. Duties for the Part-Time Assistant Men's & Women's Rowing position include assisting in all areas of coaching the men's and women's rowing teams including, but not limited to, recruiting, organizing and planning practices and meet strategies. Primary focus will be in sub-varsity development, but will work with all student-athletes. Some maintenance of fleet rowing equipment, rowing machines and coaching launches. This position reports to the Head Men's & Women's Rowing Coach.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.)*

- Responsible for following the policies and procedures as defined in the employee handbook.
- Assists in recruiting qualified student athletes; including tours and scheduling overnight visits.
- Assists in organizing and conducting effective training sessions.
- Attends recruiting regattas throughout the summer.
- Reviews and upholds all NCAA, US Rowing, MARC, and SMCM rules, regulations and policies.
- Assists in the coordination of team travel, housing and meals for away game events.
- Demonstrates a high level of leadership, sportsmanship, and personal and ethical conduct becoming of a public honors college, the MARC, the NCAA and US Rowing.
- Reviews annually the NCAA, US Rowing, MARC, and sport rules.
- Communicates and cooperates with the training staff regarding athlete medical clearance, injury prevention, rehabilitation and the status of injured athletes.
- Communicates and cooperates with the SID regarding the promotion of the team and individuals.
- Communicates, cooperates and assists the athletic and institutional staff with the daily management of the sport program.
- Primarily focus on sub-varsity development, but will work with all student-athletes.
- Assists with maintenance of fleet rowing equipment, rowing machine, and coaching launches.

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**MINIMUM QUALIFICATIONS:**

- Education: Bachelor's degree required; master's preferred.
- Collegiate rowing/coxing experience.
- Experience coaching at the college level preferred.
- Knowledge of NCAA, US Rowing and MARC rules and regulations.
- US Rowing Level 1 Coaching Certification or higher preferred.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.