

## POSITION DESCRIPTION

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**TITLE: Assistant Women's Lacrosse Coach/Assistant Director of Athletic Communications – (Exempt) – 10-Month, Full-time**

### **Collective Bargaining – Ineligible – Managerial**

**Definition** – The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

**This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.**

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### **JOB SUMMARY:**

The Assistant Women's Lacrosse Coach/Assistant Director of Athletic Communications is responsible for serving as an assistant coach in a competitive NCAA Division III women's lacrosse program; and will also serve as an Assistant Director of Athletic Communications. Duties for the Assistant Women's Lacrosse Coach include assisting in all areas of coaching the women's lacrosse team including, but not limited to, recruiting, organizing and planning practices and game strategies, and fund raising. Duties for the Assistant Director of Athletic Communications will include coordinating the social media needs of the athletic department, supervising web video and highlight video production, and coordinating the marketing and promotion of varsity athletic events over social media. This position reports to the Head Women's Lacrosse Coach/Senior Woman Administrator (SWA) and the Director of Athletic Communications.

### **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.

### **Assistant Women's Lacrosse Coach**

- Assists in recruiting qualified student athletes; including tours and scheduling overnight visits.
- Assists in organizing and conducting effective training sessions.
- Scouts and prepares student athletes for opponents through live and film scouting.
- Responsible for managing inventory of all equipment and uniforms.
- Attends recruiting tournaments throughout the summer.
- Reviews and upholds all NCAA, CAC, and SMCM rules, regulations and policies.

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- Assists in the preparation of alumni events and programs.
- 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 CAC, the NCAA and the appropriate professional coaching association.
- Reviews annually the NCAA, CAC, and sport rules.
- Attends all required CAC and SMCM coaches meetings.
- 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 Director of Athletic Communications 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.
- Serves as Campus Security Authority.

#### **Assistant Director of Athletic Communications**

- Assists with the management of social media outlets associated with athletics – Facebook, Twitter and Instagram – and looks at potential of other social media outlets.
- Designs templates for use over social media for the athletic department.
- Assists head coaches with promoting their teams over social media, including designing individual templates for each sport as warranted.
- Assists in the production, shooting and editing of video content (interviews, season previews, post-game comments, highlight packages, commercials, etc.) for the Athletics website and social media.
- Reviews and upholds all NCAA, CAC, and SMCM rules, regulations and policies.
- Oversees/mentors student staff.
- Supervises video streaming/webcasting of home contests.
- Produces end-of-the-year athletic highlight video – gathering team footage for all 19 men's and women's varsity sports as well as coordinating/taking footage for the Senior Waves.
- Other video projects as assigned.

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#### **MINIMUM QUALIFICATIONS:**

- Education: Bachelor's degree required; master's preferred.
- Experience at the college level preferred.
- Knowledge of NCAA and CAC rules and regulations.
- Must possess a valid driver's license.
- Ability to travel required.
- Ability to lift approximately thirty (30) pounds.
- 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.