

POSITION DESCRIPTION

TITLE: Assistant Women's Basketball Coach – (10-Month, Full-time, Contingent)
(August 1 through May 31)

Collective Bargaining - Ineligible - Contingent
Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

The Assistant Women's Basketball Coach is responsible for serving as an assistant coach in a competitive NCAA Division III women's basketball program. Duties include assisting in all areas of coaching the women's basketball team including, but not limited to, recruiting, organizing, and planning practices and game strategies, and fund raising. In addition, this position will be working with Athletic Communications, Game Day Management, or Facilities management as needed. This position reports to the Head Women's Basketball 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.
- 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, United East Conference, and SMCM rules, regulations, and policies.
- 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 national public honors college, the United East Conference, the NCAA and the appropriate professional coaching association.
- Reviews annually the NCAA, United East Conference, and sport rules.
- Attends all required United East Conference and SMCM coaches' meetings.
- Communicates and cooperates with the training staff regarding athlete medical clearance, injury prevention, rehabilitation, and the status of injured athletes.

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- 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.
- Ability to assume head coach responsibilities if the situation warrants.
- Serves as a Campus Security Authority.

Addendum

- Assists Athletic Communications, Game Day Management, or Facilities Management as needed.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree required; master's preferred.
- Experience at the college level preferred.
- Knowledge of NCAA and United East Conference rules and regulations.
- Must possess a valid driver's license.
- Ability to travel, work nights and weekends.
- 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.

Department Head/Supervisor Approval

Date

I have received a copy of my position description and, after reviewing it with my supervisor, understand the duties and responsibilities to be performed.

Should I have questions or need clarification regarding the duties and responsibilities described in this position description, I will discuss them with my immediate supervisor or the human resources officer.

Employee Signature

/_____
Printed Name

Date