

POSITION DESCRIPTION

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.

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.
- Primary focus will be in sub-varsity development, but will work with all student athletes.
- 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 annually 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 races.
- 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.
- 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.
- Assists with maintenance of fleet rowing equipment, rowing machine, and coaching launches.
- Serves as a Campus Security Authority in accordance with the Clery Act..

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MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree required; Master's degree preferred.
- Experience: 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.
- Must possess a valid driver's license.
- Ability to travel, and work nights and weekends 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.

Department Head/Supervisor Approval

Date

I have received a copy of my position description and 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.

Employee Signature

/ _____
Printed Name

Date