

## POSITION DESCRIPTION

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**TITLE: Assistant Women's Basketball 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 Women's Basketball Coach is responsible for serving as an assistant coach in a competitive NCAA Division III women's basketball program. Duties for the Part-Time Assistant Women's Basketball position 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. 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.
- Attends recruiting games and tournament throughout the summer.
- Reviews and upholds all NCAA, United East Conference, 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 United East Conference, the NCAA and the appropriate professional coaching association.
- Reviews annually the NCAA, United East Conference, 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 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 a Campus Security Authority.

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**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, and to 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.