

POSITION DESCRIPTION

TITLE: Assistant Women's Tennis Coach – (Part-Time, Contingent)

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

JOB SUMMARY:

The Assistant Women's Tennis coach will be responsible for assisting in all phases of a competitive NCAA Division III athletic program. Duties include assisting in all areas of coaching a women's tennis team including, but not limited to, recruiting, organizing and planning practices and match strategies. The position will report to the Head Men's and Women's Tennis 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.
- Reviews and upholds all NCAA, UEC, 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 UEC, the NCAA and the appropriate professional coaching association.
- Reviews annually the NCAA, UEC, 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 UEC rules and regulations.
- Must possess a valid driver's license.
- Ability to travel, work nights, and weekends required.
- Ability to lift at least 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.