

## POSITION DESCRIPTION

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**TITLE:       Head Men's and Women's Tennis Coach – (Exempt)  
11-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 Head Men's and Women's Tennis Coach is responsible for managing all phases of a competitive NCAA Division III athletic program. Duties include recruiting, coaching, organizing and planning both game and practice strategies, scheduling, and fundraising. This position reports to the Outdoor Athletic Facilities Director/Head Men's Soccer 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 and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Recruits and enrolls qualified student athletes.
- Works with the admissions office and the athletics recruiting coordinator in providing information to any interested prospective student athlete.
- Communicates contacts with prospective student athletes to the Admissions liaison.
- Advises and directs all squad members, captains, team representative and managers.
- Schedules and arranges all practices and competitions.
- Prepares a schedule that complies with department policy, goals and objectives.
- Supervises all assistant coaches.
- Organizes and conducts effective training sessions.

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- Scouts and prepares student athletes for opponents through effective game strategies.
- Reviews and upholds all NCAA, UEC, and SMCM rules, regulations and policies.
- Plans, prepares and conducts alumni events and programs.
- Prepares and submits a sport budget for approval as requested by the director.
- Administers the sport budget in a fiscally responsible manner.
- Coordinates team travel housing and meals for away events.
- Submits a travel itinerary for each away contest.
- 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.
- Attends all required UEC 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.
- Submits game and practice requests to the Outdoor Athletic Facilities Director with facility and time usage request.
- Notifies the Associate Athletic Director and the Director of Athletic Communications of any roster additions or deletions as soon as possible via the athlete drop/add form.
- Assures that all game and practice uniforms, clothing and equipment are returned to the equipment room within one week of the last contest.
- Communicates, cooperates and assists the athletic and institutional staff with the daily management of the sport program.
- Teaches two to three physical education classes a year.
- Serves as a Campus Security Authority.

**MINIMUM QUALIFICATIONS:**

- Education: Bachelor's degree required; Master's degree preferred.
- Experience at the college level and coaching at the intercollegiate level preferred.

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- Knowledge of NCAA and UEC rules and regulations.
- Must possess a valid driver's license.
- Ability to travel required, 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.