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Memo to: College Community  
From: Human Resources  
Re: Open Position—PLEASE POST  
Date: May 26, 2021

Position: Assistant Coach (Women's Soccer)/ Assistant Sports Information Director and Game Operations  
Full Time (100% FTE) Position - Athletics Department (80% Coaching / 20% Secondary Responsibilities)

Summary Description: Assists the Head Coach in day-to-day operations of the Women's Soccer Team (Varsity) with major emphasis on practice preparation, practice instruction, thorough skill work and training, and NCAA compliance. May assist the Head Coach in recruiting, scouting, academic support, and general operations within NCAA rules. Contributes as an Athletic Department team member with secondary responsibilities (e.g. intramurals, recreation, sports information, Leisure Studies, game management, recreation, etc.) as time permits or as directed.

Description of Duties and Responsibilities:

*Essential Functions*

*NCAA Compliance*

1. Abides by all NCAA, athletic conference and Spring Hill College rules, policies and procedures with an understanding that failure to do so may lead to sanctions up to and including termination.
2. Promptly reports any suspected violation (including possible violations committed personally or by any other member of the athletics department staff, SHC compliance related offices and staff, student athletes, or boosters) of NCAA, athletic conference or SHC Athletics rules to the Compliance Coordinator, Faculty Athletics Representative (FAR) or Director of Athletics.
3. Attends all department staff and NCAA compliance education meetings as required or as requested.
4. Accurately completes all required or assigned NCAA compliance forms, reports and related processes on time.

5. Aids in education and enforcement of NCAA rules with the team.
6. Uses JumpForward for all recruiting and compliance related tasks.

#### *Team Coaching*

7. Supports the Head Coach by assisting with the Varsity team. The Assistant Coach, e.g.:
  - a. assists the Head Coach in planning practice sessions and developing game plans for competition;
  - b. provides instruction for in depth training that develops and continuously improves all team members in the sport's skills;
  - c. provides instruction for in depth training that develops and continuously improves all team members in the sport's strategies;
  - d. provides instruction for in depth training that develops and continuously improves all team members in the sport's techniques; and
  - e. provides instruction for in depth training that develops and continuously improves all team members in the sport's conditioning.
8. Facilitates good relationships between the Head Coach and team members.
9. Assists the Head Coach in monitoring the academic progress and success of team members by monitoring team study halls and helping with academic related forms and processes.
10. Reinforces the importance of student athlete compliance with behavioral expectations and team rules.
11. Assists the Head Coach with managing budgets, scheduling, inventory, travel logistics, strength and conditioning, fundraising, and community service and engagement projects.
12. Develops opponent evaluations and scouting reports through video breakdown and/or observation.
13. Assists the Head Coach in recruiting qualified Prospective Student Athletes (PSA), e.g., through evaluation and identification of good fit prospective student athletes; by evaluation of skill and academic performance; contact and communication with PSA's and families; and cultivation of relationships with high school coaches.
14. Exercises game management responsibilities for women's soccer including but not limited to: supervising managers and work-study students and overseeing facility operations before, during, and after games.
15. Works cooperatively with other athletics coaches and Spring Hill College staff and faculty.
16. Assists in conducting summer camps while ensuring NCAA compliance and documentation.
17. Other duties as assigned by the Head Coach and/or Director of Athletics.

#### *Sports Information and Game Operations*

18. Assists with game operations set up and breakdown as requested. Oversees online streaming of assigned athletic contests. Writes press releases / game summaries if assigned.
19. Captures in-game statistics at various sport competitions (baseball, basketball, golf, soccer, softball, tennis, volleyball, etc.). Assists with compiling season statistics and updating historical records including, but not limited to, submissions of statistics and award nominations to conference and national offices.
20. Produces photographic and video content for use on athletics website upon request. Produces website graphics and supporting content upon request. Develops / uses and contributes to standard social media platforms such as Facebook, Twitter, Instagram YouTube, etc. within College guidelines.

21. Other duties as assigned by the Sports Information Director and Athletic Director.

#### *Marginal Functions*

1. Uses office equipment in the Athletics Office to perform needed tasks, such as: copying, scanning and faxing.
2. Assists in the maintenance of up-to-date records for the sport program.
3. Assists in the overall operation of the Athletic Department and Athletic Office per the Head Coach and/or the Athletic Department Administrative Staff.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Ability to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
2. Sufficient experience to justify coaching, recruiting, compliance, and academic responsibilities at the NCAA Division II level.
3. Demonstrated knowledge of current thinking in areas of conditioning, fitness, sport techniques and strategy, leadership and program management.
4. Demonstrated ability to lead, motivate, and relate to college student athletes.
5. Ability to present a mature, professional demeanor at all times while working under pressure with accuracy and consistency in a multi-tasking, deadline oriented environment.
6. Ability to work independently and meet deadlines.
7. Ability to communicate interpersonally and work collaboratively with a team, as well as an independent contributor both within the athletic department and across campus.
8. Ability to exercise good judgment and discretionary skills in determining when to act independently and when to consult the Head Coach prior to taking action.
9. Self-starter with a positive attitude.
10. Ability to travel to various athletic facilities across- and off-campus, including the Athletics Office.
11. Willingness to travel and work at various hours when required or as requested.
12. Knowledge of office computer programs and software, including, but not limited to, Microsoft Office.

#### Qualification Standards:

*Education/Experience:* Bachelor's degree and experience appropriate to teaching and training in the respective sport is required. Master's degree and prior experience in coaching is preferred. Goalkeeper Training experience preferred.

*Licenses:* A valid motor vehicle license and approval from the College's automobile insurance carrier is required.

*Compensation:* Commensurate with qualifications and experience within the College's assigned pay grade.

*Other Considerations:* This position is subject to a criminal history background check and any applicable drug testing requirements. This person is currently considered a responsible employee in accordance with College Title IX policies.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. SPRING HILL IS AN EQUAL OPPORTUNITY EMPLOYER.

Position is open until filled. To apply, please send your cover letter, resume, and a list of names and contacts for three work-references references who can address applicant's professional and/or athletic background to: Ms. Kim Heubach ([kheubach@shc.edu](mailto:kheubach@shc.edu)).

Off-list references may be checked.