

Position: Assistant Coach (Men's and Women's Track & Field)
Full Time Position - Athletics Department (75% Coaching / 25% Secondary Responsibilities)

Summary Description: Assists the head coach in day-to-day operations of the Men's and Women's Cross Country / Track and Field teams including, but not limited to practice planning, instruction, teaching the fundamental techniques of the sport, skill work, training and conditioning, recruiting, scouting, academic support, NCAA compliance and general operations within NCAA rules and also assumes secondary administrative responsibilities (e.g. intramurals, recreation, sports information, Leisure Studies, game management, recreation, etc.)

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.

Coaching Responsibilities

7. Supports the Head Coach by assisting with the Men's and Women's Track & Field teams.
8. Facilitates good relationships between the Head Coach and team members.
9. Primary duties are to instruct, train and develop team members in the sport's skills, strategies, techniques and conditioning.
10. Assists the Head Coach with managing budgets, scheduling, inventory, travel logistics, strength and conditioning, fundraising, and community service and engagement projects.
11. 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.
12. 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.
13. Develops individualized training plans for athletes through video breakdown and/or observation.
14. Assists the Head Coach in planning of practice sessions and developing plans for competition.
15. Performs event management responsibilities for track/XCC competitions including but not limited to: supervising managers and work-study students and overseeing facility operations before, during, and after meets.
16. Reinforces the importance of student athlete compliance with behavioral expectations and team rules.
17. Works cooperatively with other athletics coaches and Spring Hill College staff and faculty.
18. Assists in conducting summer camps while ensuring NCAA compliance and documentation.
19. Other duties as assigned by the Head Coach and/or Director of Athletics.

Marginal Functions

1. Uses office equipment in the Athletics Office to perform needed tasks, such as: copying, scanning and faxing.

2. The assistant coach helps maintain 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 is 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 is a twelve-month position, which includes additional administrative responsibilities within the departments of athletics and recreation or leisure studies. This position is also subject to a criminal history background check and any applicable drug testing requirements.

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 three professional references to; Kim Heubach, at kheubach@shc.edu

Off-list references may be checked.