



Position: Assistant Coach (Softball)/Assistant Sports Information Director and Game Operations, Full-Time Position

Department: Athletics (75% Coaching / 25% Secondary Responsibilities)

Spring Hill College is a four-year Jesuit Catholic college located at 4000 Dauphin Street, in Mobile, Alabama. Spring Hill College is located in one of Mobile's safest neighborhoods, bordered by Dauphin Street to the south, and Old Shell Road to the north. Portier Lane and the Avenue of the Oaks are two public streets that are on Spring Hill College's campus. The main campus rests on a 381-acre site consisting of eleven residence halls that can house up to 1180 residents, a student center that houses a dining, spirit store and campus life offices, an athletic center, a theater, a library, two chapels, classrooms, athletic fields, an 18-hole golf course, and several other buildings.

The Athletics Department at Spring Hill College plays a key role in contributing to a vibrant and healthy campus environment. The department works in close partnership with the Department of Public Safety to ensure that athletic events and activities are conducted safely, fostering a spirit of sportsmanship, teamwork, and community. By promoting both physical and recreational development, the Athletics Department supports the holistic growth of students, in alignment with the college's mission to nurture intellectual, physical, and social well-being. Together, both departments help create a campus where students can excel in academics, athletics, and personal development, all within a safe and secure environment.

### **Summary Description:**

The Assistant Coach (Softball) assists the Head Coach with the day-to-day operations of the Varsity Softball Team, including practice planning, skill development, recruiting, and academic support. Additionally, the Assistant Coach will take on secondary administrative duties within the Athletics Department, such as sports information, game operations, and managing recreation programs. Experience in training pitchers is preferred.

### **Description of Duties and Responsibilities:**

#### **Essential Functions – NCAA Compliance**

- Adhere to NCAA, athletic conference, and Spring Hill College policies and procedures, understanding the consequences of non-compliance.
- Report any suspected NCAA violations to the Compliance Coordinator or Director of Athletics.
- Complete all required compliance forms and reports on time, using JumpForward for recruiting and compliance tasks.
- Educate and enforce NCAA rules with team members and assist in NCAA compliance education.



## **Team Coaching**

- Assist the Head Coach in all facets of managing the Varsity Softball Team.
- Plan and implement practice sessions and develop competition strategies.
- Train and develop student-athletes in skill techniques, conditioning, and game strategies.
- Monitor academic progress of student-athletes and assist with study halls and academic forms.
- Develop opponent evaluations through video analysis and scouting.
- Assist with recruiting prospective student-athletes and maintaining relationships with high school coaches.
- Perform game management duties, including supervising staff and ensuring proper game operations.
- Reinforce the importance of compliance with team rules and expectations.
- Assist with summer camp planning and execution, ensuring NCAA compliance.
- Support the Head Coach in managing budgets, scheduling, travel, inventory, and community service initiatives.

## **Essential Functions – Sports Information and Game Operations**

- Manage game operations, including scheduling, setup, and breakdown for athletic events.
- Capture in-game statistics for multiple sports (e.g., softball, basketball, soccer).
- Assist in compiling season statistics and historical records for the Athletics Department.
- Produce website graphics, video, and social media content to promote athletic events.
- Oversee online streaming of athletic contests and write press releases or game summaries as assigned.
- Submit statistics and award nominations to relevant conference and national offices.

## **Marginal Functions**

- Assist with the overall operation of the Athletics Department as assigned by the Head Coach or Athletics staff.
- Use office equipment to perform administrative tasks, such as copying, scanning, and faxing.
- Maintain accurate records for the softball program.

## **Required Knowledge, Skills, and Abilities:**

- Ability to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
- Experience coaching, recruiting, and managing compliance in NCAA Division II athletics.
- Strong knowledge of conditioning, fitness, sport techniques, leadership, and program management.
- Ability to motivate and build relationships with student-athletes.



- Demonstrated ability to work under pressure while maintaining accuracy and consistency.
- Strong interpersonal communication skills and the ability to work collaboratively.
- Ability to make sound decisions and act independently while seeking guidance when needed.
- Willingness to travel and work flexible hours as required.
- Proficient in Microsoft Office and other office software.

**Qualification Standards:**

- **Education/Experience:** Bachelor's degree and relevant experience in coaching, training, or teaching in the sport required. A Master's degree and prior coaching experience are 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 12-month position with additional administrative responsibilities within athletics and recreation. This position is subject to a criminal history background check and drug testing.

**Application Instructions:**

To apply, please email Franney Schulz (fschulz@shc.edu) with a cover letter, resume, and a list of three professional references. Off-list references may be contacted.

**Spring Hill College is an Equal Opportunity Employer.**

Position is open until filled.