

Position: Head Coach Women's Soccer  
Full-time Position

Summary: Reports to the Director of Athletics and Recreation. Responsible for providing coaching expertise and leadership for the administration of the NCAA intercollegiate athletic program (Varsity); administration and management of all aspects relating to a positive and beneficial intercollegiate experience for his/her student-athletes; and performing other related duties as assigned.

Description of Duties and Responsibilities:

*Essential Functions*

1. Conducts all aspects of the program within the rules, regulations, and procedures encompassed in the NCAA, the athletic conference, College, and athletic department policies and procedures manual, with an understanding that failure to do so may lead to sanctions up to and including termination.
2. Ensures compliance with all NCAA, athletic conference, and Spring Hill College rules and regulations.
3. Accurately completes all required NCAA compliance forms, reports and related processes on time.
4. 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 Senior Compliance Administrator, Faculty Athletics Representative (FAR) or Director of Athletics.
5. Ensures all subordinates comply with all NCAA, athletic conference, and athletic department rules, policies and procedures by providing regular training, mentoring and oversight.
6. Assures all team members accurately complete NCAA and Spring Hill College compliance forms and attend all required educational sessions sponsored by the sport coach and the athletic department.
7. Attends all department staff and NCAA compliance education meetings as required or as requested.
8. Assures use of JumpForward by all team personnel for all recruiting and compliance related tasks.
9. Implements and maintains standards of performance consistent with athletic department academic and athletic expectations.
10. Hires, trains, supervises and evaluates assistant coaching staff and student workers for his/her sport.
11. Works collaboratively with the office of admissions and the athletic recruiting liaison to recruit quality student-athletes within college, conference and NCAA policies and procedures.
12. Establishes an environment that encourages her/his student-athletes to strive for academic

excellence by regularly monitoring student-athletes' class schedules, academic progress toward degree, team study halls and missed class time per athletic department policies and procedures.

13. Places a high priority on providing guidance, encouragement and moral support for team members to promote student-athlete well-being.
14. Coordinates with athletic training staff for the proper prevention and care of athletic related injuries.
15. Conducts effective practices and designs game plans and strategies designed to bring success.
16. Prepares and manages the program operating budget in conjunction with the athletic director.
17. Schedules athletic contests and scrimmages within NCAA and departmental guidelines.
18. Organizes and manages the purchase, maintenance, and inventory of team uniforms and equipment.
19. Manages travel arrangements and home game logistics for the team.
20. Designs and implements appropriate weight training, conditioning, and off season programs.
21. Maintains appropriate communications with student-athletes and parents.
22. Conducts community service and community engagement projects each semester.
23. Assists intercollegiate athletics with fundraising for the sports program.
24. Establishes effective public relations to promote the team on campus and in the community.
25. Participates in professional development opportunities at the local, conference and national level.
26. Maintains membership in the NCAA national coaches association for the sport.
27. Performs other duties as assigned by the Director of Athletics and Recreation.

#### *Marginal Functions*

1. Serves on assigned departmental or college committees.
2. Assists with game and event management as requested by the Director of Athletics.
3. Teaches activity classes as needed or assigned by the Director of Athletics.

Required Knowledge, Skills, and Abilities: Individuals must possess these required knowledge, skills, and abilities or be able to explain and demonstrate that s/he 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. Ability to act in accordance with FERPA and HIPAA.
3. Ability to maintain team discipline and instill proper ethical and moral character.
4. Ability to lead, motivate, and relate to college student-athletes at the NCAA Division II level.
5. Knowledge of basic principles of coaching, training, and team supervision.
6. Knowledge of all aspects of program management: budgeting, recruiting, scheduling, staff supervision, travel planning, film exchange, *etc.*
7. Excellent interpersonal, written and oral communication skills.
8. 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.
9. Ability to exercise good judgment and discretionary skills in determining when to act independently and when to consult the Director of Athletics prior to taking action.
10. Ability to perform the physical demands of the position.
11. Willingness to travel and work at various hours when required or requested.

12. Ability to work collaboratively and contribute to a positive department environment.
13. Knowledge of office computer programs and software including, but not limited to, Microsoft Office.

Qualification Standards:

- Education:* Minimum of Bachelor's Degree required; Master's preferred.
- Experience:* Minimum of 3-5 years of coaching experience. Head or assistant coaching experience at the college level preferred. NCAA Division II experience preferred.
- Licenses:* Valid driver's license with approval from College's insurance provider.
- Other:* This position is also subject to a criminal history and DMV 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. AN EQUAL OPPORTUNITY EMPLOYER.

To apply for the Head Coach (Women's Soccer) position, send letter of application, resume, and three current professional references to: Franny Schulz, Athletics Secretary, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608 (e-mail: [fschulz@shc.edu](mailto:fschulz@shc.edu)). The position is open until filled.

Off-list references may be checked.