

## POSITION DESCRIPTION

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**TITLE: Assistant Track and Field Coach – (Part-Time, Contingent)**

**Collective Bargaining - Ineligible - Contingent**  
**Contingent positions are not eligible to participate in collective bargaining.**

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### **JOB SUMMARY:**

The Part-Time Assistant Men's and Women's Track and Coach is responsible for serving as an assistant coach in a competitive NCAA Division III Track and Field program. Duties include assisting in the primary area of coaching the Track and Field team including, but not limited to, recruiting, organizing and planning practices and meet strategies. This position reports to the Director of Cross Country/Track and Field.

### **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 the policies and procedures as defined in the employee handbook.
- Assists in recruiting qualified student athletes; including tours and scheduling overnight visits.
- Assists in organizing and conducting effective training sessions for student-athletes.
- Attends recruiting meets throughout the summer.
- Reviews and upholds all NCAA, UEC, and SMCM rules, regulations and policies.
- Assists in the coordination of team travel, housing and meals for away meet events.
- 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.
- 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.
- Communicates, cooperates and assists the athletic and institutional staff with the daily management of the sport program.
- Serves as a Campus Security Authority.

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**MINIMUM QUALIFICATIONS:**

- Education: Bachelor's degree required; master's preferred.
- Experience at the college level preferred.
- Certified Level One by the USATF or USTFCCA preferred.
- Knowledge of NCAA and UEC rules and regulations.
- Must possess a valid driver's license.
- Ability to travel, and to work weekends and nights.
- 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.