

POSITION DESCRIPTION

**TITLE: Head Women's Basketball Coach – (Exempt)
11-Month, Full-Time**

Collective Bargaining – Ineligible – Managerial

Definition – The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Head Women's Basketball Coach is responsible for all phases of a competitive NCAA Division III athletic program. Duties include recruiting, coaching, organizing and planning both game and practice strategies, scheduling, and fundraising. This position reports to the Director of Athletics and Recreation.

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 and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Supervises all assistant coaches.
- Recruits and enrolls qualified student athletes.
- Works with the admissions office and the athletics recruiting coordinator in providing information to any interested prospective student athlete.
- Communicates contacts with prospective student athletes to the Director of Admission.
- Advises and directs all squad members, captains, team representatives and managers.
- Schedules and arranges all practices and competitions.
- Prepares a schedule that complies with department policy, goals and objectives.
- Organizes and conducts effective training sessions.

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- Scouts and prepares student athletes for opponents through effective game strategies.
- Reviews and upholds all NCAA, UEC and SMCM rules, regulations and policies.
- Plans, prepares and conducts alumni events and programs.
- Prepares and submits a sport's budget for approval as requested by the Director of Athletics and Recreation.
- Administers the sport's budget in a fiscally responsible manner.
- Coordinates team travel, housing and meals for away events.
- Submits a travel itinerary for each away contest.
- Completes the preseason checklist as described in the coach's manual.
- 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.
- Attends all required UEC coaches' meetings and SMCM coaches' meetings.
- Communicates and cooperates with the training staff regarding athlete medical clearance, injury prevention, rehabilitation and the status of injured athletes.
- Submits game and practice requests to the Athletics and Recreation Director with facility and time usage request.
- Notifies the Director of Athletic Communications of any roster additions or deletions as soon as possible.
- Assures that all game and practice uniforms, clothing and equipment are returned to the equipment room within one week of the last contest.
- Communicates, cooperates and assists the athletic and institutional staff with the daily management of the sport program.
- Develops promotional events and strategies for home contests in conjunction with the Assistant Athletic Director.
- Serves as a Campus Security Authority.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree required; Master's degree preferred.

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- Experience at the college level and coaching at the intercollegiate level preferred.
- Knowledge of NCAA and UEC rules and regulations.
- Must possess a valid driver's license.
- Ability to travel, work nights and weekends required.
- 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.