Women’s Soccer Assistant Coach, Winter and Spring Game Day Administrator, Instructor of ESS/LS

Department: Athletics  |  Job Status: 1.0 FTE
FLSA Status: Exempt  |  Reports To: Head Women’s Coach and Athletic Director with other oversight from the Chair of ESS regarding performance in assigned courses.

Grade/Level: N/A  |  Amount of Travel Required: 30-40%
Work Schedule: M-F; 8:30 a.m. to 5:00 p.m.; 10 months (August 1-May 31).  |  Positions Supervised: Supervisor of student-employees for DFP and Mason Control Desk

POSITION SUMMARY:
Coach position as assigned, assist with development of game plan in conjunction with head coach. Recruit prospects for the women’s NCAA intercollegiate soccer program. Teaches select courses in the ESS curriculum per approval of the department chair.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement
Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more “major life activities” to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s)
- Serves as Assistant Coach – coach position as assigned, assist with development of game plan in conjunction with head coach;
- Performs other duties to assist head coach in overall administration of the women’s soccer program on a day-to-day basis;
- Works with Head Coach to develop and implement soccer-recruiting plan
- Organizes and coordinates on campus recruiting activities;
- Teach select courses in the ESS curriculum, up to full-time equivalency 1.0 credits per year;
- Serve as Game Day Administrator for basketball home contests and spring contests as assigned by the Assistant Athletics Director.

Other Job Function Statement(s)
- Perform other duties as requested by the Director of Athletics and/or Head Football Coach

POSITION QUALIFICATIONS: (The minimum knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)
KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through education, experience, training, licensure, certification, or through a combination of the aforementioned.)

Minimum: Bachelor’s degree in Exercise and Sport Science or related field and three years of related experience in coaching.

Desired: Experience within the NCAA, Division III and residential liberal arts.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.)

SKILLS (The application of knowledge by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must:
- effectively and efficiently utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to the extent required to perform essential functions;
- exhibit strong collaborative and organizational skills;
- effectively apply knowledge of Austin College academic programs and eligibility standards;
- communicate effectively using a variety of styles and techniques appropriate to the audience.

ABILITIES (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must have the ability to:
- travel;
- work evenings and weekends;
- thoroughly understand and comply with policies and procedures of Austin College, the Athletic Department, as well as, the requirements and standards of NCAA Division III and the Southern Collegiate Athletic Conference athletic governing bodies;
- work effectively under pressure while maintaining a professional demeanor;
- maintain confidentiality regarding sensitive matters;
- work with or deal effectively with all levels of employees and the public;
- make objective decisions timely and effectively;
- support and endorse the academic program and the highest level of achievement for each student-athlete;
- serve as a positive ambassador of his/her program, the athletic program, and Austin College to all constituents (e.g. parents, alumni, staff, faculty, media, and other coaches);
- establish and maintain cooperative employee, donor, or College friend relationships;
- exude confidence and optimism and to quickly recover from setbacks or disappointments;
- model sportsmanship at all times and expect the same from others;
- model high standards of honesty, integrity, trust, and ethics
- demonstrate oral and written skills;
- maintain regular and consistent attendance;
- use cognitive skills to: solve problems, pay attention to detail; develop, plan, and implement short- and long-range goals; communicate effectively, to include conveying thoughts clearly and concisely, listening well, and asking appropriate questions as needed.

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to fully meet job expectations of the essential functions. and are formally reviewed during the annual performance evaluation process.)
To fully meet job expectations, the following must be demonstrated:

- **Service Orientation** - Exhibits a 'customer friendly' demeanor with internal and external students, athletes, students, faculty, staff, parents and outside community members.
- **Communication Skills** - Presents ideas effectively. Conveys thoughts clearly and concisely. Listens well and asks appropriate questions. Communicates regularly with Athletic Director and others as needed or requested.
- **Teamwork** - Willingness and ability to work with others. Encourages and models support of programs other than own.
- **Coaching and Development** - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- **Leadership Skills** - Displays effectiveness in communication, motivation, and directing others’ work.
- **Planning Skills** - Plans and organizes work effectively by setting goals, prioritizing tasks, and evaluating progress.
- **Fiscal Management** - Demonstrates sound fiscal oversight through budgeting, managing accounts, and controlling expenses.
- **Cooperation with individuals supervised** - Listens to suggestions or complaints, displays sensitivity, and is approachable.
- **Conflict Resolution Skills** - Exhibits skill in addressing and resolving workplace conflicts.
- **Mentoring Skills** - Encourages and coaches staff/volunteer(s) in a positive manner and fosters staff development.

**PHYSICAL REQUIREMENTS:** The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, hearing, using fingers, hands, arms, and legs, moving whole body to include: lifting (up to 50 lbs), balancing, walking, stooping, and handling of appropriate equipment.

**WORK ENVIRONMENT:** Work environment prior to and during sports seasons will generally be outside with occasional exposure to extreme (hot or cold) weather conditions. Work environment will often be an office with moderate noise and foot traffic.

**DISCLAIMER:** The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. **It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

**EXPECTATIONS:** To meet job, departmental and college expectations, the incumbent agrees to: apply and/or demonstrate the knowledge, skills, abilities, and behaviors needed to perform the duties and/or responsibilities listed above; engage in acceptable behavioral norms that may referenced in a job or departmental memo and the Austin College Operational Guide, in a fully acceptable manner. This job description may not be inclusive of all duties and or expectations. In addition, the College will supply you with resources for success that may include, but are not limited to: an updated job description, feedback, coaching, training, and performance appraisal. It is important to refer to your job description and any other applicable written or oral communication as all relate to work performance and expectations.

By signing this document, you acknowledge it has been reviewed with you by your supervisor, that you were given an opportunity to ask questions now and in the future, and that you understand and agree to fully meet job expectations.