



Assistant Director of Admission/ Assistant Men's Soccer Coach

Department: Admissions

Job Status: Full Time

FLSA Status: Exempt

Reports To: Dean of Admission with additional oversight from the Director of Athletics and Head Coach

Amount of Travel Required: Travel as required for soccer in season competition and soccer prospect evaluation as agreed upon by the Dean of Admission and the Director of Athletics.

Positions Supervised: None

Work Schedule: M-F, 8:30 a.m. until 5:00 p.m., extensive weekends and evening work as required, 12 months.

POSITION SUMMARY

Under general supervision, plans, initiates, executes and evaluates programs for the recruitment of students as an in-house admission counselor and coordinator for athletic recruit visits.

Performs men's soccer coaching duties as assigned, assists with development of game plan in conjunction with head coach. Recruits prospects for the men's NCAA intercollegiate soccer program and assists admissions department with related needs for all athletics programs. (i.e. athletics information sessions for college preview days)

Performs essential functions personally, through others, or in conjunction with designated personnel or outside vendors/experts.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

Assistant Director of Admission:

Serves as the primary staff member for daily information sessions as scheduled for visitors to the College.

Conducts campus tours, scholarship, and admission interviews with prospective students.

Supports the full cycle of application review including targeted outreach, application completion, application review, and financial aid and scholarship conversations.

Manages correspondence with an assigned population of prospective students and their parents.

Administers telephone and written inquiries regarding the admission status of prospective students.

Assists with on campus recruitment events and activities, and public relations activities utilizing Austin College administrators, faculty, students and alumni.

Assistant Men's Soccer Coach:

Performs men's soccer coaching duties, assists with development of game plan in conjunction with head coach;

Performs other duties to assist head men's coach in overall administration of the soccer program on a day-to-day basis during traditional season, including pre-season camp and the designated nontraditional season in the spring.

Assists Head Men's Soccer Coach to develop and implement soccer-recruiting plan.

Organizes and coordinates on-campus recruiting activities for men's soccer program

Other Job Function Statement(s)

Staffs and supports all prospective student visit days.

Assists with special programs as assigned.

Performs other duties as assigned.

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.**)

Bachelor's degree from an accredited four-year college or university and three years of related experience in coaching or playing soccer at the high school, club or college level.

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

To perform this job successfully, an individual must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to create efficient and accurate: documents, records, files, reports, presentations, or communiqués;
- communicate effectively using a variety of styles and techniques appropriate to the audience.
- exhibit strong collaborative and organizational skills;
- effectively apply knowledge of Austin College academic programs and eligibility standards;

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

To perform this job successfully, an individual must have the ability to:

- work collaboratively with the Vice President for Institutional Enrollment, other Deans and Directors, and all members of the staff to achieve the goals and objectives of the Office of Admission;
- work evenings and weekends;
- travel frequently to perform the essential functions;
- 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;
- attend workshops, meetings, or conferences in or out of town;
- work independently with little supervision;
- interpret complex or ambiguous policies, rules, laws, or regulations;
- analyze and solve basic to advanced level problems;
- organize work or assigned projects.
- balance multiple projects and unstructured tasks within deadlines;
- work under pressure while maintaining a professional demeanor;
- work with all levels of employees and or third parties;
- maintain confidentiality regarding sensitive matters;
- recognize change in laws, rules, and/or regulations that could impact college, division, or departmental operations;
- acquire and apply new knowledge through personal development, research, on the job experience, training or education;
- model high standards of honesty, integrity, trust, and ethical behavior.
- model sportsmanship at all times and expect the same from others;
- establish and maintain cooperative employee, donor, or College friend relationships;
- support and endorse the academic program and the highest level of achievement for each student-athlete;

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.)

Valid Driver's License

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) for additional performance evaluation purposes.)

The following must be demonstrated at a fully acceptable level:

- Independence of Action/Initiative – Exercises good judgment in problem solving and decision making;
- Service Orientation – Exhibits a 'customer friendly' demeanor with internal and external customers;
- Resourcefulness/Creativity – Presents a variety of options to fulfill job responsibilities and meet workplace objectives;
- Communication Skills – Presents ideas effectively. Conveys thoughts clearly and concisely. Listens well and asks appropriate questions;
- Teamwork – Works effectively with other employees. Offers help when needed.

- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.

PHYSICAL REQUIREMENTS:

The following should 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 and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 50 pounds) associated with the job duties is required.

WORK ENVIRONMENT:

Typical environment is an office setting with moderate noise. May occasionally work in other locations on or off campus to include outdoors. Work environment prior to and during soccer season will generally be outside with occasional exposure to extreme (hot or cold) weather conditions.

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.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____