

Sul Ross State University

Position Description

Official Title: Head Tennis Coach
Salary Group: RC Exempt

Job Code: 3274

Summary

Function: Provide leadership, organization, and supervision for all aspects of the men's and women's tennis programs at Sul Ross State University to insure a competitive and successful program, following all NCAA Division III, American Southwest Conference and university rules and regulations.

Scope: Coordinate all responsibilities of running a competitive NCAA Division III tennis program

Essential Functions and Responsibilities:

- Identify, attract, and matriculate outstanding student-athletes who demonstrate the ability to be academically and athletically successful.
- Schedule practice schedules, off-season training programs.
- Schedule all competitive events and complete all travel arrangements.
- Monitor Student-Athletes academic performance. Responsible for monitoring the academic success of the student-athletes in her/his program.
- Be knowledgeable of, and abide by, all university, NCAA Division III, and conference policies.
- Correspond with prospects using a variety of communication channels; including written, in person contact, phone and visits.
- Support student-athlete academic and athletic excellence, leadership development, team development and community service.
- Maintain database of information regarding recruiting, including number of contacts, number applied, number visited, number accepted, and number enrolled.
- Ability and willingness to fund raise.
- Prepare and manage the tennis budget following purchasing and spending guidelines as set by the university and athletic department.
- Order and maintain all equipment necessary for tennis programs.
- Stay current with the sport-specific developments in the profession.
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Clear knowledge of the sport of tennis; ability to develop a competitive program.
- Ability to maintain effective working relationships with co-workers, student-athletes and alumni.
- Excellent organizational, planning, supervisory, and problem-solving skills.
- Excellent written and oral communication skills.
- Strong recruiting, teaching, and coaching skills.
- Ability to collaborate and communicate with a wide variety of students, parents, alumni, faculty, departmental staff, administration and the community.
- Proficient with technological recruiting and coaching tools.
- Clear understanding of and commitment to the NCAA Division III philosophy

Required Qualifications:

1. Tennis coaching experience.
2. Bachelor's degree.
3. Experience in supervisory endeavors associated with personnel management.
4. CPR/First Aid certification required and may be obtained on the job.
5. Member of the ITA (Intercollegiate Tennis Association) and may be may be obtained on the job.
5. Valid driver's license.
6. Finalist applicants must satisfactorily complete pre-employment background check, pass SRSU's Driver Certification Training.

Preferred Qualifications:

Master's degree.

Previous recruiting experience at the collegiate level is highly desirable.

Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times. This position is Security Sensitive.

Non-Essential:**Supervision**

Received: Athletic Director

Given:

Education

Required: Bachelor's degree required and/or related work experience

Preferred: Master's Degree

Experience

Required: Previous coaching and playing experience required

Preferred: Preferably at the collegiate level coaching and playing

Equipment/Skills

Required: Effective verbal and written communications skills are essential.

Preferred:

Working Conditions

Usual: Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date developed: May 2018