

# **Sul Ross State University**

## **Position Description**

**Official Title:** Assistant Women's Basketball Coach  
**Salary Group:** RC Exempt (5)

**Job Code:** 3348

### **Summary**

**Function:** The Assistant Women's Basketball Coach/Head Men's Tennis Coach will provide leadership in the development and evaluation of the teams and individual student-athletes on and off the court. **Organization:** NCAA

**Level:** Division III

**Conference:** American Southwest Conference

**Scope:** Includes planning and management of key aspects of resource development and fund-raising programs.

### **Duties**

- Understand, embodies, and supports the team's philosophy as developed by the Head Coach
- Assists the Head Coach in instruction and analysis of student athletes.
- Provides skill demonstrations of positions
- Critiques athletes' performance to determine skills and abilities that need strengthening for overall team improvement.
- Assists with the recruitment of student athletes
- Assists with campus tours, recruiting visits, and identifying PSA's
- Advises students with respect to athletic performance and other personal development issues
- Ensures that athletes reach their academic goals by monitoring class attendance and ensuring they receive academic support as necessary
- Assists with scheduling pre-season, season and other games
- Assists with developing practice plans and individual workouts for players
- Manages film breakdown, exchange, and game planning for each opponent
- Must have flexible hours, the ability to travel and work weekends
- Assists the Head Coach in fundraising for the program and managing the budget
- Pass the NCAA Division III rules test
- Follow rules and regulations in the coach's handbook
- Monitor Gallego Center for safety when gym is in use for open gym basketball
- Responsible for any duties assigned by the Athletic Director that are necessary in the performance of the administration and operation of the athletic programs.
- Represent Sul Ross State University, the Athletic Department and your program in a professional manner, on the court/ field and off the court/field.
  
- All other Coaching Duties as assigned.

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

**Supervision**

Received: Head Women's Basketball Coach

Given:

**Education**

Required: Bachelor's degree.

Preferred: Master's degree.

**Experience**

Required: Minimum 3-5 years collegiate playing or coaching experience

- Must be familiar with standard concepts, practices and procedures of NCAA Division III
- Must be familiar with NCAA rules and regulations
- Valid driver's license and must be able to operate university owned vehicles
- Required to obtain a CDL (air brake included) and will be expected to drive a bus (as needed) out of season

Preferred: First Aid Certification and current CPR/AED Certification by the American Heart Association or the Red Cross, preferred

**Equipment/Skills**

Required: Valid driver's license and must be able to operate university owned vehicles

Preferred: CDL (air brake included) and able to drive a bus (as needed) out of season

**Working Conditions**

Usual: Ability to travel extensively in the University service area and available to conduct daytime or nighttime. Exempt from overtime provisions. Position is Security Sensitive.

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

Date revised: August 2022