

Coach

Job Code 00001230

General Description

Responsible for providing leadership to participants in NCAA Division I and Southland Conference team sports.

Examples of Duties

Monitor budget and make purchasing requests.
Secure travel money and transportation for out of town sporting events.
Plan, organize and conduct daily practice sessions to improve physical condition, mental development and overall skill level.
Schedule conference and non-conference competition.
Manage games and tournaments to their conclusion, including all aspects of coaching.
Entertain supporters to the program.
Recruit new student athletes including travel to visit athletes and families.
Coordinate campus visits and background searches of potential student athletes.
Network and schedule all team travel.
Complete appropriate paperwork to ensure that NCAA, institutional, and league rules are followed.
Award scholarships within NCAA, Southland Conference, and institutional guidelines.
File SLC, NCAA and Texas State reports and documentation. Assist student athletes with registration.
Handle routine office duties.
Coach athletes regarding the fundamentals, strategies, and nuances of the game.
Perform fundraising functions.
Manage, organize and run team fundraisers.
Handle interpersonal conflicts or other problems that surface.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: NCAA, SLC and Texas State laws, rules and regulations regarding the management of a NCAA Division I and SLC sports organization; of rules and guidelines pertaining to assigned sport.

Skill in: Working as a team member; interacting courteously with all members of public and boosters; effectively directing the work of others and motivating output; establishing rapport with a variety of clients; mediating disputes between team members; understanding psychological motivations of actions or responses of athletes.

Ability to: Compare and interpret credentials for recruiting applications; compare and verify columns of numbers; understand and interpret university policy and procedure manuals; prepare reports, departmental transactions, and recruiting team information; perform basic math.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements