Saint Michael's College
Job Description

Job Title: Assistant Women's Basketball Coach/Compliance Assistant

Department: Athletics

Supervisor or Manager: Women’s Basketball Head Coach

Date Created: 05/09/05  Last Revised: 05/09/05  FLSA Status: NE

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
Assistant Women’s Coach:
• Games are scouted and all phases of practices, planning and game strategy are accomplished
• The team and its individuals are properly conditioned and physically ready for competition
• Significant funds are raised and camps and clinics are designed appropriately to support the team
• The CAi Recruiting System is managed in a manner that enhances successful recruitment of quality student athletes
• Film exchange and scheduling is conducted for the team
• Women’s Basketball program is marketed and promoted effectively

Compliance Assistant:
• Clearinghouse data is entered into the CAi system for all male sports
• Compliance-related data is effectively communicated by Athletic Administrative Assistants

Essential Duties and Responsibilities:
Assistant Women’s Coach:
• Develops and designs team and individual conditioning workouts
• Maintains accurate records of team conditioning programs and requirements
• Meets with athletic trainers to determine individual programs for athletes
• Coordinates official and unofficial visits
• Facilitates the transfer and receipt of game film
• Develops and maintains a list of prospective recruits
• Markets Women’s Basketball program to high school coaches, parents and prospective athletes
• Assists in the seasonal workouts with student-athletes
• Provides input on practice planning and game strategy to Head Coach and assists in the breaking down of game film
• Makes phone calls to various colleges to determine game interest and solidify details of previously scheduled games
• Communicates with Head Coach and Administrative Assistant on teams scheduled, times and locations of opponents
• Schedules contest according to league games and university academic calendar
• Assists in the planning, design and set-up of events associated with program

Compliance Assistant:
• Inputs clearinghouse data of male athletes in a timely manner

Secondary Responsibilities:
Assistant Women’s Coach:
• Assists with fundraising efforts for Women’s Basketball program
• Acts as liaison to Tournament Director for Women’s Soccer

Compliance Assistant:
• Attends clearinghouse meetings as directed by Director of Athletics
Saint Michael’s College
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Job Title: Assistant Women’s Basketball Coach and Compliance Assistant

**Positions Supervised:**
- None

**Major Contacts:**
**Assistant Women’s Coach:**
- Women’s Basketball Head Coach
- Men’s Basketball Head Coach
- Assistant Basketball coaches
- Athletic Trainers
- Sports Information Director
- NE’10 League Basketball coaches
- High school coaches
- Non-conference coaches
- Tournament Directors
- Prospective athletes
- Various College Staff and Faculty
- Current student-athletes
- Alumni
- Parents
- General interaction with community youth

**Compliance Assistant:**
- Director of Athletics
- Administrative Assistants
- Assistant Director of Athletics

**Demonstrates Excellence:**
**Assistant Women’s Coach:**
- Acts as a positive role model with prospective and current athletes through speech, dress and behavior
- Represents high standards of professionalism when marketing to prospective athletes and representing the College
- Implements effective and safe training techniques to teach the sport of basketball using a wide range of tools
- Provides a safe training environment by communicating proactively with student-athletes and trainers to encourage use of hands-on and visual demonstrations and utilizing proper equipment, technique and form in the sport of basketball
- Uses latest recruiting techniques and good rapport with prospective athletes to market SMC Women’s Basketball
- Encourages campus visits to stimulate interest in basketball program, determining the prospective athlete’s collegiate needs and preferences
- Fosters ongoing communication with parents, athletes and high school coaches, builds positive relationships with athletes, parents, coaches and tournament directors as well as other key influencers
- Attends events, showcases and maintains regular communication with mailings and phone calls within the context of NCAA rules and regulations, as well attending all events associated with program specified by Head Coach
- Facilitates film exchange by providing detailed information of programs and game requests and maintaining records of request by league teams for the College
- Effectively works with Administrative Assistant to mail game film in a timely manner according to league regulations
- Meets regularly with Head Coach to determine the best game strategies and practice needs
- Conducts meetings with current athletes to provide motivation, input and insight on training program and expectations
- Assists enthusiastically in fundraising efforts, camps, clinics and promotional events
- Communicates regularly with Head Coach about expectations and solicits feedback for optimal performance

**Compliance Assistant:**
- Meets proactively with Associate Athletic Director to determine data that needs to be entered into the CAi program

**Education and Work Experience:**
- Advanced degree or equivalent combination of education and experience
- Experience in physical fitness/education as well as applied sports-related knowledge
- Background in counseling, administration and recruiting desired
Analytic Skills:
• The ability to assess the results of various analytical techniques in order to identify cause-and-effect relationships and then develop plans to change a situation.

Language and Literacy Skills:
• Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

Computer/Technology Skills:

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Licenses, Certifications and Other Requirements:
• Current CPR and Basic First Aid certification, to be renewed as needed
• Recruiting certification
• Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy

Physical Demands:
Work is often performed in a typical office environment requiring:
• Sitting in a normal seated position for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Communication skills using the spoken word
• Vision sufficient to see within normal parameters
• Hearing sufficient to hear within normal range
• No or very limited physical effort
• No or very limited exposure to physical risk

While performing the duties of Assistant Women’s Basketball Coach/Compliance Assistant, the employee is required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
• Flexibility to work long, irregular hours with possible evening, weekend and holiday hours
• Ability to pass Recruiting exam every year
• Must have interpersonal skills and organizational ability

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.