Saint Michael's College  
Job Description  

Job Title:  Assistant Men's or Women's Basketball Coach (.7 FTE)/ Other duty in athletics operations (.3 FTE)  
Department:  Athletics  
Supervisor or Manager:  Director of Athletics and Head Coach  
Date Created:  05/16/05  Last Revised:  09/01/08  FLSA Status:  Exempt  
Approved by (print name): ________________________  Signature: _______________________  

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 of the Position:  
The Assistant Coach position has the following primary objectives:  
• The coach is an exceptional representative of Saint Michael's College, both on and off the court.  
• Exceptional discretion is exercised in the independent judgment of talent assessment for the purpose of awarding athletics scholarships.  
• All aspects of assisting the head basketball coach (listed below) are sustained at an exceptional level.  
• The secondary duty in the area of athletics operations (compliance, facilities, student staff, intramurals, or events) is sustained at an exceptional level.  
The Head Coach is assisted with all aspects of the athletic program:  
• An exceptional level of prospective student-athletes are recruited for both scholarship and walk-on positions.  
• Opponents are scouted and team members are well prepared for contests.  
• Management of the team is conducted in a manner that is consistent with the mission, philosophy, and goals of the institution and department  
• A safe environment exists that ensures the physical and emotional well-being of team members during team travel, practice, and competition  
• Roster size is effectively managed to comply with Title IX and budgetary restrictions.  
• The team is competitive, usually finishing with a .500 or better overall record and/or finishing in the top 50% or better in the conference  
• Mutual respect exists between the coach and team members  
• The Assistant Coach has regular communication and is well connected with team members  
• A year round program plan is implemented which includes off-season conditioning and individual/team development  
• All aspects of the recruitment of potential students are strategically planned and effectively coordinated  
• Prospective student inquiries are responded to in a timely manner, top prospects are identified, campus visits are coordinated and regular communication occurs with prospects and the Office of Admissions  
• Team members are fully engaged in department-wide fundraisers, Life Skills programs and community service projects  
• Coach-controlled team expenses are managed within the team budget, are properly accounted for and are reconciled in a timely manner  
• All coaches work cooperatively with department members, with a spirit of collegiality and teamwork  
• Non-conference contests, special trips, and other program issues are discussed and approved by the administrative liaison prior to commitment  
• All coaches work cooperatively with department members, with a spirit of collegiality and teamwork  

Essential Duties and Responsibilities:  
Major responsibilities:  
• Exceptional discretion is exercised in the independent judgment of talent assessment for the purpose of awarding athletics scholarships.  
• The secondary duty in the area of athletics operations (compliance, facility, student staff, intramurals or events) is sustained at an exceptional level.
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- Attends staff meetings on a bi-weekly basis
- Plans and conducts practices during season on a regular basis
- Responds to requests and inquiries specific to the program, from within the department and College as well as outside
- Supervises off season athletic conditioning program
- Coaches team during competition throughout the season
- Recruits prospects for the team throughout the year and maintains database on CAi software
- Articulates Saint Michael’s College mission and vision as needed
- Counsels student-athletes with a focus on personal development
- Manages and reconciles the coach-controlled team recruiting expenses

Secondary Responsibilities:
- Athletics operations duty yet to be assigned in the area of compliance, facility supervision, student staff, intramurals, or events.
- Monitors academic achievement of team members by regular communication with professors
- Maintains outstanding faculty, administration, alumni, and parent relations
- Conducts fundraising activities to benefit the athletic program

Positions Supervised:
- None

Position’s Major Contacts:
- Athletics department staff
- Students (high school/prep & college)
- Admissions and Financial Aid
- Alumni
- Parents
- Community members

Demonstrates Excellence in this Position:
- Operates independently, especially in regard to talent assessment for the purpose of awarding athletics scholarships.
- Understands and fully supports institutional decisions that are made in the best interest of the College
- Maintains outstanding relationships within the department that enhance the staff’s ability to work as a team
- Establishes exceptional relationships with team members built on mutual respect and healthy communication
- “Goes the extra mile”, is willing to step in and help out as needed, makes the extra effort to ensure things get done well
- Possesses excellent interpersonal skills and the ability to respond effectively to a wide range of people in a broad range of relationships and situations
- Prioritizes job responsibilities well, works quickly and efficiently, recognizes what is most important to the department
- Operates independently, yet also has the ability to work cooperatively with others
- Has an excellent record for timely responses to inquiries from athletic staff/administrators
- Motivates team to achieve exceptional performance record (80%+ wins and/or top tier of conference)
- Helps individuals or team qualify for post-season play, especially in NCAA Championships
- Participates in opportunities for professional development by attending conventions or coaching conferences and/or publishing books or articles in coaching publications
- Generates substantial admission applications, equal to at least 2.5 times the team roster size
- Inspires academic excellence which is reflected in the team consistently achieving a GPA of 3.0 or better
- Creates substantial support for program through ambitious marketing and community service efforts

Education and Work Experience Required:
- Bachelor’s degree
- A minimum of 5 years collective experience as athlete or coach in collegiate basketball.

Analytic Skills Required:
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.
Language and Literacy Skills Required:
- Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

Computer/Technology Skills Required:
- Microsoft Word: None, x_working knowledge, intermediate, highly proficient
- Microsoft Excel: None, x_working knowledge, intermediate, highly proficient
- Microsoft Publisher: None, x_working knowledge, intermediate, highly proficient
- Microsoft Powerpoint: None, x_working knowledge, intermediate, highly proficient
- Microsoft Outlook: None, x_working knowledge, intermediate, highly proficient
- Adobe Photoshop: None, x_working knowledge, intermediate, highly proficient
- Adobe Acrobat: None, x_working knowledge, intermediate, highly proficient
- Quark: None, working knowledge, intermediate, highly proficient
- Datatel: None, working knowledge, intermediate, highly proficient
- Internet Research: None, x_working knowledge, intermediate, highly proficient

Other:
- CAi database for recruiting – intermediate skill needed

Licenses, Certifications and Other Requirements:
- Current CPR certification to be renewed annually
- Basic First Aid certification to be renewed every three years
- 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
- Moderate physical effort
- Limited exposure to physical risk

While performing the duties of Assistant Basketball Coach, 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
- Availability for extensive team travel and for set up of gym for AAU events and camp
- Must be able to tolerate exposure to outdoor environment/climate changes
- Ability to pass NCAA Recruiting exam every year
- Capacity to cover study hall, perform academic advising and fundraising

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.