Position Title: Head Track and Field Coach
Department: Athletics
Reports To: Athletic Director

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

**General Function (Description):**
Responsible for the administration and development of men and or women's intercollegiate cross country and track and field teams

**Examples of Duties and Responsibilities:**
- Plans and implements the and where needed.
- Recruits participants
- Shares responsibility for administration/implementation of budget spending.
- Maintains current knowledge and abides by NCAA policies, rules and procedures
- Attends NCAA meetings, clinics and seminars
- Maintains necessary records
- Monitors eligibility for cross country, track and field
- Works closely with Sports Information
- Responsible for safety of players during meets, practice, travel
- Purchases and maintains equipment and uniforms
- Makes travel arrangements
- Schedules and organizes team related activities

**Knowledge, Skills, and Abilities:**
- NCAA rules- Division II
- Knowledge of All Field Events
- Olympic Rules
- Proven Record of Recruitment

**Minimum Hiring Standards:**
<table>
<thead>
<tr>
<th>Education</th>
<th>Bachelor</th>
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<tbody>
<tr>
<td>Years of Experience</td>
<td>Three years</td>
</tr>
<tr>
<td>Years of Management/Supervisor Experience</td>
<td>n/a</td>
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</tbody>
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