



Clark Atlanta University Job Description

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| Position Title: | Head Women's Golf Coach |
| Employee: | |
| Department: | Athletics |
| Reports To: | Athletic Director |

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

Clark Atlanta University seeks a dynamic and experienced Head Women's Golf Coach to lead and develop its Women's Golf program in alignment with the mission and values of the University, the Department of Athletics, the Southern Intercollegiate Athletic Conference (SIAC), and NCAA Division II regulations. The Head Coach is responsible for the overall administration, leadership, and development of a competitive women's golf program that emphasizes academic achievement, athletic excellence, integrity, and student-athlete well-being.

The Head Coach will oversee all aspects of the program including recruiting, coaching, scheduling, compliance, academic monitoring, budget management, and community engagement while ensuring adherence to Clark Atlanta University, SIAC, and NCAA policies and procedures.

Examples of Duties and Responsibilities:

- Lead and manage all aspects of the Women's Golf program including planning practices, coaching, and tournament preparation.
- Recruit and retain academically and athletically qualified student-athletes in accordance with NCAA and SIAC regulations.
- Monitor student-athlete academic progress and promote academic success and personal development.
- Develop competitive schedules and coordinate team travel and tournament participation.
- Manage the program's operating budget, equipment, and operational needs.
- Ensure full compliance with **Clark Atlanta University, SIAC, and NCAA Division II rules**, including recruiting, eligibility, and CARA regulations.
- Support fundraising, community engagement, and promotional activities for the program.
- Represent Clark Atlanta University Athletics with professionalism and integrity.

Knowledge, Skills and Abilities

- Knowledge of **NCAA Division I or II rules and compliance standards**
- Strong understanding of golf instruction, player development, and competitive strategy.
- Ability to recruit, develop, and mentor student-athletes. x Strong leadership, communication, and organizational skills.
- Ability to manage program operations while maintaining compliance with institutional, conference, and NCAA policies.

Minimum Hiring Standards

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| Education | Bachelor's degree required. Master's degree preferred. |
| Years of Experience Required | At least 3-5 years. |
| Years of Management/Supervisor Experience | 3 years preferred |

Employee

Date

Manager/Supervisor

Date

Human Resources

Date