



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Assistant Men's Basketball Coach
Department:	Athletics
Reports To:	Head Men's Basketball Coach /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):

Assist the Head Coach in providing sports specific leadership and supervision that is consistent with the philosophy and guidance of Athletics and University Administration to ensure a successful men's basketball program. Assist the Head Coach to advance the program's standing as a nationally recognized institution of higher education through its student-athletes maintaining high academic standards, while competing in intercollegiate athletics.

Examples of Duties and Responsibilities:

- Receive direction from head coach in providing administration of all aspects of the program including coaching, recruiting, monitoring academic progress and retention, promoting, grant-in-aid recommendations, scheduling, requisitioning equipment, supervising assistants, etc.
- Plays an active role in controlling and supervising squad members throughout the school year and maintains compliance with university, conference (SIAC), and national (NCAA) rules and regulations.
- The assistant coach must be thoroughly familiar with and comply with the University, SIAC, and NCAA policies. The assistant coach must commit to lifelong learning and professional development.
- The assistant coach must lead team in demonstrating civic and community engagement.
- The assistant coach must participate in fundraising activities for the program and Athletics.
- The assistant coach must commit to the development and management of a competitive program that has produced intercollegiate championship success.
- The assistant coach plays an integral part in the academic success of student-athletes to include, but not limited to,

coordinating tutors, class check, monitoring GradesFirst, and personal counseling. This is a matter of highest priority.

- Must exhibit a high level of expertise in the professional field of men's basketball.
- Must represent the University on the highest professional level with dignity, integrity, and strength of character.
- Must respect the rights and dignity of student-athletes and display sensitivity to problems that may arise. Manage all team conflicts to bring about a credible resolution.
- Assist with identifying and recruiting academically and athletically qualified student-athletes, with emphasis on retention to direct student toward graduation.
- Establish a strong and sincere commitment to alumni correspondence, promotion of the program, and community relations.
- Under the direction of the head coach, continue to identify sports specific strengths and weaknesses, while implementing a plan of action that consistently demonstrates improvement.
- Assist with facilities management.
- Attend at least one coaching clinic in the off season for professional development.
- Manage all team conflicts with credible and resolution.
- Host camps and clinics.
- Be knowledgeable of strength and conditioning techniques.

Knowledge, Skills and Abilities:

Department of Student Involvement & Leadership- Duties and Responsibilities:

- Fitness Area Supervisor
- Check and scan ID's for patrons wanting to enter the facility.
- Monitor informal recreation and fitness activities held within the weight room and fitness areas. Educate patrons regarding policies, procedures and proper equipment use.
- Provide general care and maintenance of weight room and fitness areas.

- Be knowledgeable of strength and conditioning techniques

Related Area(s) Personal Training Requirements

- Current certifications in CPR and First Aid.
- General knowledge of weight training equipment required.
- Must complete all in-house staff training.

Intramural Sports Supervisor

- Supervise team sport contests, individual/dual sports, weekend and one-day tournaments and meets. Assist with officials' clinics, distribution and return of contest equipment.
- Keep status information on officials, supply score sheets and monitor their completion.
- Help determine league qualifiers for post- season tournament, attend post-season report session, distribute promotional material and attend managers'/officials' meeting.

Related Area(s) Intramural Sports Requirements

- ✓ Minimum of one year experience officiating intramural sports (two years' experience preferred).
- ✓ Knowledge of all team sport mechanics/rules.
- ✓ Capable of directing own work.
- ✓ Possess a pleasant, enthusiastic, professional personality.
- ✓ Have current CPR and First Aid certifications.
- ✓ Welcome Desk Supervisor
- ✓ Check and scan ID's for patrons wanting to enter the facility. Provide accurate information to customers and visitors, manage traffic through control points, and provide supplies/equipment check-out, sales and rental.
- ✓ Assertive communication and basic computer skills. Recall and provide program/building information. Have the ability to organize and manage a number of tasks.

Minimum Knowledge and Skills:

- Earned Bachelor's degree.
- Minimum of 2 years of coaching experience at intercollegiate or professional level.
- Knowledge of and experience in recruitment of student-athletes.

- Demonstrate knowledge on developing, monitoring and managing team budget.
- Knowledge of organizing and coordinating team travel maintaining budget guidelines.
- Demonstrate knowledge on reconciling team expenditures according to university and athletic policies and procedures.
- Demonstrate knowledge and understanding of athletic department procedures and compliance guidelines of the SIAC and the NCAA Division II rules and regulations.
- Demonstrate good communication skills. Demonstrate a complete knowledge of First- Aid techniques.

References: Must possess impeccable professional references.

NCAA Compliance: Must have a history of free of NCAA improprieties.

Minimum Hiring Standards:

Education	Bachelors Degree
Years of Experience	<ul style="list-style-type: none"> • Minimum of 2 years of coaching experience at intercollegiate or professional level. • Knowledge of and experience in recruitment of student-athletes.
Years of Management/Supervisor Experience	

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