



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Assistant Women's Basketball Coach (Full Time)
Department:	Athletics
Reports To:	Head Women's Basketball Coach

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):

The Assistant Women's Basketball Coach provides administrative, instructional, and recruiting support services under the direction and supervision of the Head Women's Basketball Coach.

Examples of Duties and Responsibilities:

JOB FUNCTIONS:

- Motivate and inspire student-athletes to excel in the classroom and on the field. Successfully research, scout, evaluate and contact prospective student-athletes while organizing recruiting communication.
- Collaborate with other campus departments and university staff in designing comprehensive and positive official and unofficial student/parent visits.
- Assist in coordination of practice and game preparation and post practice analysis. Assist in developing and training players successfully tactically, technically, athletically, and mentally in a positive environment.
- Assist in creating scouting reports, post-game match analysis and pregame match preparation.
- Assist the strength and conditioning coach and head coach in sport science management and implementation of strength programs and speed agility quickness programs.
- Attend all necessary meetings with student-athletes and personnel internally and externally on behalf of the university and program.
- Assist in administrative day to day functions of travel, equipment, and budgetary organization and implementation.
- Assist in all day to day functions including student-athlete management, student-athlete welfare management, and overall staff and program development.
- Monitor and guide student athletes with their academic plans and progress getting them any assistance they need.
- Help plan and grow the continued development and implementation of various camps. Assists with the development and maintenance of appropriate public relations, fund-raising and promotional activities as necessary.
- Assist the head coach in building and maintaining working relationships with coaches, administration, and staff on and off campus.
- Maintain a professional appearance and demeanor at all times. Other job-related duties, activities, and responsibilities may change or be assigned at any time, with or without notice.

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	Bachelor's 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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