



DATE ISSUED: 08/18

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Softball Coach

JOB SUMMARY

The Assistant Softball Coach is responsible for assisting the Head Softball Coach with developing and administering a highly competitive softball program; abiding by University, Lone Star Conference and NCAA rules and regulations; and along with all other Athletics personnel, working towards achieving the objectives of Intercollegiate Athletics. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Head Softball Coach

Supervises: Graduate Assistants and Student Assistants

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Assists the head coach in managing and directing the softball program.
- Assists the head softball coach with all aspects of the team including training, competing and scheduling.
- Organizes and maintains accurate inventory of softball equipment and uniforms.
- Assists with the maintenance of the softball field and facility.
- Coordinates travel arrangements.
- Organizes and completes all required paperwork including but not limited to Payment by Check Requests for officials and Compliance forms such as weekly time logs.
- Assists the administration with alumni relations and scholarship fundraising.
- Assists with recruiting including calling prospective student-athletes, evaluating high school and junior college players, and maintaining an accurate records and database on the NCAA's Compliance Assistant program.
- Supports and participates in the department's commitment to community service.

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- Commits to and is responsible for adhering to all rules and regulations set forth for the team, the University, the Lone Star Conference and the NCAA with the utmost integrity.
- Works cooperatively with personnel in the athletics department, attends department meetings and activities, and always represents the University positively when interacting with the community, alumni, high school and club coaches, media and general public.
- Completes other assigned administrative duties.

ADDITIONAL DUTIES

- Attends seminars, conferences and other professional development opportunities.
- Coordinates facility needs of visiting teams.
- Implements Intercollegiate Athletics' strategic plan as part of the Division of Student Life's strategic plan.
- Collaborates with other entities on campus.
- Performs other duties as requested.

EDUCATION

Bachelor's degree required. Master's degree preferred.

EXPERIENCE

Two years minimum as a Graduate Assistant, Assistant Coach or Head Coach in junior college or a four-year institution required. NCAA experience preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

Current certification in first aid, cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) use is preferred at the time of hire, and will be required prior to participation in any countable athletically related activities as defined by the NCAA.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to recruit, coach and teach highly talented student-athletes.
- Ability to adhere to all policies, rules and regulations of the university, the Lone Star Conference and the NCAA.
- A proven record in following directives and being responsible for tasks which have been assigned.
- Ability to handle multiple tasks in a fast-paced environment as needed.

- Ability to attend seminars, meetings and other professional development opportunities at or away from TWU.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Knowledge of management methods and ability to provide administrative guidance within area of responsibility and provide direct training and supervision as needed.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to respond to emergency situations in a timely manner.
- Ability to represent the department and University in a friendly, courteous and professional manner.
- Ability to serve as a role model for students by exhibiting ethical and professional conduct.
- Ability to serve as a mentor.
- Ability to use a personal computer and other office equipment including related University software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management.

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Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.