



DATE ISSUED: 01/12
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Coach's Assistant I - Softball

JOB SUMMARY

Assist the head coach and assistant coach in the continuing development and maintenance of the softball program. 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 and Director, Intercollegiate Athletics

Supervises: Student Workers

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

- Assist the head coach and assistant coach in the continuing development and maintenance of a nationally competitive women's softball program.
- Assist with instruction and coaching.
- Assist with recruiting.
- Complete assigned duties in a timely manner.
- Commit to and be 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.
- Work cooperatively with personnel in the athletics department, attend department meetings and activities, and always represent the University positively when interacting with the community, alumni, club coaches, media and general public.

ADDITIONAL DUTIES

- Attend seminars, conferences and other professional development opportunities.
- Implement Athletics' strategic plan as part of the Division of Student Life's strategic plan.

- Perform other duties as requested.

EDUCATION

Bachelor's degree required.

EXPERIENCE

Competitive experience as collegiate student-athlete is required. Coaching experience preferred.

REQUIREMENT

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

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.
- Ability to market and promote TWU Softball.
- 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 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. Ability to occasionally lift, carry, and/or drag approximately 50 pounds.

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. 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: _____

*Coach's Assistant I-Softball
Date Issued: 01/12
FLSA: Exempt
PTO: VCS*

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.