



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Assistant Coach</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Exempt, 11-month
<b>Department:</b>	Women's Basketball	<b>W/C Classification</b>	9101 – Labor
<b>Reports To:</b>	Head Coach	<b>Compensation</b>	\$61,013.33/year

## SUMMARY

Advance the mission and vision of TMUS by assisting the head coach with providing technical coaching for athletes during practices, overseeing off-season conditioning, and mentoring athletes placed under their care.

## ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Collaborate with head coach during scheduled weekly meetings regarding conditioning regimen for athletes.
- Oversee the implementation of conditioning regimen for the semester.
- Plan in-season training/ workouts for athletes under the guidance of the head coach during scheduled weekly meetings.
- Give instruction and provide feedback for athletes during practice Monday through Friday.
- Attend scheduled meets.
- Support the mission of the University by strengthening a tradition of quality athletics while challenging student-athletes to excel academically and as followers of Christ.
- Assist head coach in all aspects of the Women's Basketball program to include:
  - Planning and overseeing the practice and conditioning sessions,
  - Planning and managing the program budget,
  - Scheduling of games,
  - Recruiting students who are a mission fit for The Master's University and who are academically eligible to participate according to the rules of the NAIA, GSAC, and The Master's University.
- Performs other related duties as assigned.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Actively involved in a TMU likeminded local church.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Exercise confidentiality, good judgment and discernment.
- Have a thorough knowledge of basketball.
- Complete understanding of NAIA rules and regulations.

- Must successfully pass a background investigation.

## **SUPERVISORY RESPONSIBILITY**

- This position has no supervisory responsibilities.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree or equivalent experience.
- At least two-years' experience in a coaching role preferred.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- Some travel with overnight stay expected.

## **ADDITIONAL INFORMATION**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.