**Assistant Women’s Swimming and Diving Coach Standard Job Description**

**Classification Title:** Assistant Women’s Swimming and Diving Coach

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Assistant Women’s Swimming and Diving Coach is responsible for the overall operation of the Women’s Swimming and Diving program; recruits student athletes and determines scholarship value; provides instruction, demonstration, evaluation, and theory of the sport to ensure individual athletes and the team attain their maximum potential; monitor the academic progress of student athletes.

**Essential Duties and Tasks:**

**50% Coaching**

Provide instruction, demonstration and teaching of sport s dynamics to student-athletes to ensure the maximum potential of individuals and the team as a whole. Schedules and conducts regular practice sessions within compliance periods. Coaches team during scheduled events. Determines and implements strategy to obtain maximum level of team and individual performance.

**20% Recruiting**

Scouts and recruits prospective student-athletes from high schools and community colleges. Coordinates all phases of recruiting activities. Works with Scholastic Supervisors and Coordinator for Student-Athlete Services to determine each student s academic qualifications and suitability for admission, assists in making application, and recommends grants-in-aid. Supervises all contact with prospective student-athletes to avoid violations of NCAA or other recruiting rules and regulations.

**10% Program Administration**

Assists in preparation of budget and administration of program. Works within budget guidelines. Determines amount/percentage of Athletic Scholarships and the awarding of said scholarship. Determines competitive event schedule, coordinating with teams both inside and out of the Conference. Recommends participation in post-season games, when invitations are received. Oversees the purchase of uniforms and equipment.

Participates in media-related activities including newspaper, television, radio interviews and new conferences. Accepts speaking engagements and makes public appearances at schools, Aggie Clubs, banquets and civic organizations.

**10% Compliance**

Maintains continual and thorough familiarity with all applicable NCAA, Conference and University rules and regulations. Establishes and ensures communication and enforcement of rules and regulations concerning student-athlete: conduct, appearance, road games, punctuality and other areas as deemed appropriate.

**10% Student Athlete Welfare**

Consults with Athletic Trainers and Team Physicians regarding overall health of student athlete. Consults with Strength & Conditioning Coach to determine team and individual conditioning program.

Provides individual consultation to student-athletes as need on personal problems, team performance, class schedules and the transition to college life. Meets with/Advises each student athlete to set individual goals for improvement of performance.

Works closely with Scholastic support team to monitor the scholastic progress of each student-athlete. Encourages each athlete to pursue a career goal and to graduate within a five-year period. Ensures that athletes meet requirements established for athletic eligibility. Assists in enforcement of mandatory study programs for freshman and upper classmen having academic difficulties; enforces Athletic Department requirements for class attendance, make-up course work, etc.

**Required Education and Experience:**

Bachelor's Degree or equivalent combination of education and experience.

No prior experience required.

**Required Licenses and Certifications:**

None.

**Required Special Knowledge, Skills, and Abilities:**

Ability to multi-task and work cooperatively with others.

**Preferred Qualifications:**

One year of collegiate sport coaching/teaching/playing experience.

**Machines and Equipment:**

Computers – 20 hours

Telephone – 5 hours

Copy/Fax machine – 2 hours

**Physical Requirements:**

Ability to model movement. Ability to lift, move, or carry heavy objects.

**Other Requirements and Factors:**

Travel Required. Must be able to work nights, weekends, and holidays as required to complete assigned tasks.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[x]  **Yes**

[ ]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**