JOB DESCRIPTION

POSITION TITLE: 1st ASSISTANT WOMEN'S BASKETBALL COACH

JOB CLASS: Full Time
CLASSIFICATION: Contract (12 months)
SUPERVISORY: Yes
SUPERVISOR: Head Women’s Basketball Coach
LOCATION: DeLand
DEPARTMENT: Athletics

POSITION OVERVIEW:
Reports to the Head Women’s Basketball Coach and assists in the administration of all phases of the women's basketball program in accordance with NCAA Division I rules and philosophies.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
Bachelor's degree; master’s preferred; demonstrated ability to organize and develop world wide recruiting master plan; computer skills a must; knowledge of NCAA rules and regulations; proven ability to establish and maintain effective working relationships with students, fellow employees, program boosters, and the public. As this position requires operation of University vehicles and traveling for recruiting purposes, the possession and maintenance of a Florida driver's license and acceptable driving record is required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
Assists the Head Women’s Basketball Coach in the administration of all aspects of the women's basketball program; identifies, evaluates, and recruits prospective student-athletes; assists in pre-, in-, and post-season training, practices and games; assists in all areas relating to the operation of the basketball program, including day-to-day administrative and operational responsibilities; assists with the development and maintenance of appropriate public relations, fund-raising and promotional activities as necessary; participates in the continued development and implementation of the Summer Camp Program; assists in coordination of practice and game preparation; coordinate practice times at opponent’s facilities and coordinates the team travel arrangements within the department guidelines and budget; motivates and inspires student-athletes to excel in the classroom and on the field; attends functions related to the basketball program; prepares reports; evaluates players.

Duties require both indoor and outdoor work; direct exposure to prevailing weather, extreme heat, humidity, and extreme cold; physical ability to endure physically strenuous work-outs and physical exercise on a daily basis, including standing and/or walking for long periods, bending, stooping, lifting; manual dexterity; lifting of up to fifty pounds; ability to work hours outside the normal University schedule; physical ability to travel; perceptual demands for sound, form, depth. Post-job offer medical exam will be required.
APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.