POSITION TITLE: Part-time Assistant Football Coach

JOB CLASS: Staff

SUPERVISOR: Head Football Coach

CLASSIFICATION: Part Time

LOCATION: DeLand

SUPERVISORY: No

DEPARTMENT: Department of Athletics

POSITION OVERVIEW: Reporting to the Head Football Coach, the Part-Time Assistant Coach is responsible for all administrative and organizational aspects of his positional assignment. He will directly supervise all student-athletes playing his assigned position. He must operate within the guidelines of an NCAA Division I non-scholarship football program and within the mission of the University and its philosophy of intercollegiate athletics. He will guide and actively encourage student-athletes to succeed academically, acquire a degree and represent the University with the highest integrity. The coach will assist in the development and administration of all offensive/defensive/special teams game plans and the materials necessary to execute them. The coach is also responsible for the recruitment of student-athletes, adhering to NCAA, Conference and University regulations with regard to recruiting, admission standards and eligibility, monitoring student-athlete academic progress, and assist in the establishment of effective media relations. The coach will play a role, as assigned by the head coach as a representative of the University to the outside community when appropriate.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS: Bachelor’s degree required. Previous college coaching and recruiting experience are preferred. Computer skills are a must as is knowledge of NCAA rules and regulations; proven ability to establish and maintain effective working relationships with students, admissions and financial aid officers, fellow employees, program boosters, and the public. Working knowledge of video and recruiting software, as well as other computer software (Word, Excel, etc) and social media is required. As this position requires operation of University vehicles and traveling for recruiting purposes, the possession and maintenance of a valid driver's license and acceptable driving record is required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: As a Positional Assistant Coach, direct involvement with all administrative and organizational aspects of the assigned position under the supervision of the Head Football Coach.

- Execute all coaching assignments including filming, film breakdown, video editing and all administrative responsibilities.
- Supervise assigned positional student-athletes in a coordinated and planned program of practices and competition, with a concern for the players’ health and welfare, physical and psychological preparation.
- Responsible for recruiting academically and athletically qualified student-athletes to meet the University’s admission standards and enrollment goals.
POSITION TITLE: Part-time Assistant Football Coach

- In cooperation with the Assistant AD for Compliance, and Associate AD for Academics, uphold all University academic policies and assist, when appropriate, in counseling student-athletes relative to academic success, progress and eligibility
- Enforce University and athletic department policies and regulations in regard to the use/abuse of alcohol and drugs by team members
- Foster and maintain positive student body and faculty relations with student-athletes.
- Provide signature review of all expenditures within the football operating budget, for submission to the Head Football Coach.
- Participate in public and alumni relations and promotions activities as assigned by the Head Football Coach.
- Assist in establishing and maintaining positive relations with the media
- Maintain current knowledge of and adhere to all University, NCAA and Conference Rules and Regulations, Policies and Procedures paying special attention to recruiting, eligibility, admissions and financial aid.

WORKING CONDITIONS: Duties require: both indoor and outdoor work; direct exposure to prevailing weather, extreme heat, humidity, and 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.

POSITION AVAILABLE: July 2015

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.