JOB DESCRIPTION

POSITION TITLE: Head Women’s Tennis Coach

JOB CLASS: Staff
SUPERVISOR: Associate Director of Athletics

CLASSIFICATION: Full Time
LOCATION: DeLand

SUPERVISORY: Yes
DEPARTMENT: Athletics

POSITION OVERVIEW:

Reports to the Associate Director of Athletics, responsible for all phases of the women’s tennis program in accordance with NCAA Division I, USTA, ITA and Atlantic Sun Conference rules and philosophies.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

Bachelor's degree; commitment to the academic goals of the University; ability to work effectively with student-athletes, faculty, alumni, program boosters, the public and administrative staff; ability to recruit, coach, teach a wide skill range of athletes and manage all facets of a tennis program; ability to teach fundamentals and theories of tennis; knowledge of NCAA rules and regulations; and a commitment to adhere to all the policies, rules and regulations of the NCAA, USTA, ITA and Atlantic Sun Conference as required; 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:

Recruitment of student athletes to include: identify high school prospects to be recruited, organize and document written correspondence, schedule evaluations, contacts and official campus visits, and encourage senior prospects to apply for admissions. Budget management to include: identify program needs and allocate budget accordingly, identify travel expenditures and work within budget, and coordinate events (auction, phone-a-thon, alumni giving) to raise funds for preseason and postseason cost, travel, and other extraordinary items. Community relations: direct and oversee all community service and public speaking events; professional and personal development to continue to update and educate self on all aspects that could improve coaching and enhance student experience; assure compliance with all NCAA, USTA, ITA and Atlantic Sun Conference rules of all persons involved in the program, produce a competitive team that excels both in the classroom and on the tennis court by developing the physical skills to be successful in meeting their goals and offering academic services to enhance athlete’s academic experience; daily administrative duties will include schedule opponents and officials for home matches, develop calendar for practices, matches, travel, service projects, etc. for student-athletes and staff and monitor student academic progress throughout the semester. Must work effectively with head men’s tennis coach to ensure that both programs run at an optimal level. This includes, but not limited to, scheduling and running of practices and matches and identifying facility maintenance needs at the Mandy Stoll Tennis Center.
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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 underrepresented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.