

Job Code:.....101741-2024  
Position# :(NUNC).....  
Developed by: . . . .GS  
Reviewed by: . . . .  
Approved by: .....  
Date: .7/2011/, 7/2024

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Assistant Coach, Women's Swimming & Diving  
**DIVISION:** Athletics  
**REPORTS TO:** Head Coach, Women' s Swimming & Diving  
**GRADE:** Not Applicable  
**SUPERVISES:** Not Applicable

**BASIC FUNCTION:**

Responsible for coordinating the recruitment of Division I student-athletes and assisting in the design and implementation of training programs for the Women's Swimming and Diving Program. Contribute to the overall administration of the Women's Swimming & Diving program, including assisting with team travel, meet management, equipment purchases and management, fundraising and alumni/parent relations, and daily operations. Work with a team of coaches and foster a positive competitive environment both athletically and academically for student-athletes. Perform other duties as assigned by the Head Women's Swimming & Diving Coach.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Coordinate the recruitment of prospective student-athletes.

Assist in the design and implementation of training programs for the Women's Swimming & Diving Program.

Assist in team travel arrangements; meet management, equipment management, fundraising projects, and alumni/ parent relations.

**OTHER DUTIES AND RESPONSIBILITIES:**

Comply with all NCAA, University, and Conference policies and regulations.

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers and Microsoft Office products.

Upon appointment, must obtain NCAA rules certification certificate; CPR and First Aid certificates.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**Required:**

Bachelor's degree; competitive collegiate swimming experience (preferably Division I) and / or collegiate coaching experience in the sport of swimming (preferably Division I); demonstrated leadership skills including strong communication skills, and ability to work with diverse populations; demonstrated commitment to adhering to all NCAA, University, and Conference policies and regulations. Appointment subject to NCAA violation report clearance.

**Preferred:**

Experience working with Hytek Program (Swimming) and recruiting software programs.

***ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.***