

Class Code:.....0163
Position #:(NUNC).....
Developed by:.....SG
Reviewed by:.....LA
Approved by:.....
Date:.....7/97

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Coach, Women's Cross Country/Indoor and Outdoor Track and Field

DIVISION: Student Development (Athletics)

REPORTS TO: Coach, Women's Cross Country/Indoor and Outdoor Track and Field

GRADE: (Not applicable)

SUPERVISES:

BASIC FUNCTION:

Assist with the organization and administration of the cross country/indoor and outdoor track and field program, including, but not limited to, the following: recruiting, practice and coaching, conditioning, and public relations and fund raising.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist head coach with the on- and off-campus recruitment of student-athletes within NCAA, Atlantic 10 and University regulations.

Assist head coach in coaching in all areas, especially in the throwing events; assist in the design of seasonal and long-term training programs. Supervise conditioning and strength training programs for other event groups as assigned.

Monitor the academic progress of student-athletes.

Assist with the fund raising, public relations, office administration and event management in all areas of the cross country and track and field programs.

OTHER DUTIES AND RESPONSIBILITIES:

Comply with all NCAA, University and Atlantic 10 Conference policies and regulations.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This incumbent in this position may be exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required, master's degree preferred. Collegiate coaching and recruiting experience at the Division I level preferred. Excellent organizational, administrative, and interpersonal skills required. Computer skills preferred (Macintosh and IBM). USATF Level I and II coaching certification preferred.

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