

Class Code:.....0988-2011
Position#:(NUNC).....
Developed by:.....GS
Reviewed by:.....
Approved by:.....
Date:.....7/2011

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Coach, Women's Swimming
DIVISION: Student Development (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 Program. Contribute to the overall administration of the Women's Swimming Program, including assisting with team travel, meet management, equipment purchase 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 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.