



Position Title: Head Men's and Women's Tennis Coach
Reports To: Athletic Director
Department: Athletic
Classification: Part-Time, 9-months, Not Benefits Eligible

POSITION OVERVIEW

The Head Men's and Women's Tennis Coach is responsible for initiating various aspects of the Men's and Women's Tennis program, such as recruiting, scheduling opponents, and training squad members.

DUTIES AND RESPONSIBILITIES

- Direct and oversee all aspects of the Division II men's and women's tennis program
- Recruit, train, and coach members of the men's and women's tennis program
- Coordinate the development and promotion of the men's and women's tennis program
- Generate additional funds for support of the program
- Organize and schedule practice sessions
- Schedule games
- Provide field care and maintenance
- Perform administrative tasks including budget formulation
- Responsible for the discipline, conduct, and image of the student-athletes that participate in the men's and women's tennis program

MINIMUM QUALIFICATIONS

- Bachelor degree required
- Equivalency of 3 -5 years of coaching or personal training experience
- Experience recruiting student-athletes
- Knowledge of NCAA rules and regulations

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and understanding of NCAA rules and regulations, athletic recruitment methods and techniques
- Effective oral and written communication skills
- Strong interpersonal skills
- Ability to communicate and work effectively with all levels of employees, students, and public.

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter and Resume/ unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please