



**Position Title:** Assistant Coach, Track & Field/Cross Country

**Reports To:** Head Track & Field/Cross Country Coach

**Department:** Athletic

**Classification:** Part-time, 12-months, Not Benefits Eligible

## **POSITION OVERVIEW**

The Assistant Cross Country/Track and Field Coach aids the Head Coach regarding coaching and recruitment of track and field/cross country student-athletes. The Assistant Coach also works directly with other members of the Athletic Department and has regular contact with students, staff, faculty, and persons outside the campus community.

## **DUTIES AND RESPONSIBILITIES**

- Assist with the evaluation, recruitment, and retention of Cross Country/Track & Field athletes at LeMoyne-Owen College
- Assist with meeting the recruitment and retention goals set and assessed annually by the College
- Following the guidelines of the Midwest Conference and NCAA Division III, for recruitment purposes, assist with visiting prospective students and their parents as well as high school and community college coaches
- Assist the Head Coach with recruitment reports
- Assist with daily planning, organization and supervision of practices and competitions
- Contribute to the overall program of the college
- Promote the philosophy and objectives of the intercollegiate athletic program, to include adhering to all department, institution, NCAA and SIAC policies
- Work closely with the Athletic Director in planning and executing the athletic department strategy of helping the college to achieve its vision
- Maintain a minimum of 20 hours per week, from onboard date
- Other duties as assigned

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree desired
- Experience in a collegiate setting in Cross Country/Track & Field and working with student-athletes

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of principles, methods and techniques associated with Cross Country/Track &

#### Field

- Knowledge and experience working with athletes in the hurdles, high jump, relays, sprints and/or mid distance/cross country is desired
- Demonstrated ability to plan, implement and evaluate complex tasks and procedures
- Excellent communication skills
- Willingness and ability to work effectively with all campus and associated constituencies
- Have a working familiarity with computer systems (including social media).
- Analytical ability to successfully organize, prioritize and manage multiple projects under strict deadlines
- Knowledge of basic principles of athletic administration and management
- Ability to communicate effectively with all levels of employees, students, and public
- Knowledge of NCAA, conference, and university rules and regulations

#### **WORKING CONDITIONS/PHYSICAL DEMANDS**

Work is normally performed in a gymnasium or game field setting with some travel via automobile to/from away matches required. 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](mailto:jobs@loc.edu). Please put the job title in the subject line

- Cover Letter
- 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**