

NIAGARA UNIVERSITY
JOB DESCRIPTION

NAME:	Vacant
DATE:	APRIL 2022
JOB TITLE:	ASSISTANT BASKETBALL COACH, MEN'S 3RD
FLSA STATUS:	EXEMPT
JOB CLASS:	REGULAR FULL TIME
JOB TYPE:	X
WORK LOCATION:	GALLAGHER CENTER
TITLE OF IMMEDIATE SUPERVISOR:	HEAD MEN'S BASKETBALL COACH
DEPARTMENT:	ATHLETICS
SECTOR:	PRESIDENT

JOB SUMMARY:

Under general supervision, the Assistant Men's Basketball Coach aids in establishing a successful Division I Basketball program.

ESSENTIAL DUTIES:

Assist the Head Coach with managing and supervising the day-to-day operations of the athletic team, including teaching, coaching, and fund-raising activities; provide leadership and support for the vision and strategies of the Head Coach under the regulations of the university, the NCAA, and MAAC.

Recruitment

- Find and evaluate prospects under the direction of the head coach.
- Coordinate and oversee the recruitment of student-athletes.
- Prepare and distribute recruiting information.
- Attend off-campus practices and games for the purpose of evaluation and contact when appropriate.
- Plan campus visits with prospective student-athletes and their families.
- May serve as a recruiting coordinator as directed by the Head Coach.

Coaching

- Scout self and future opponents through film, study, and presenting reports.
- Teach advanced level skills and game strategies.
- Provide consultation and expert advice to head coach and team members.
- Prepare, plan, conduct, and evaluate practice sessions as directed.
- Teach individuals and groups of players specific tasks and skills before, during, and after practice, during the season, and off-season.
- Serve as a mentor to athletes, helping resolve academic and non-academic issues.
- Be available to coaches and players before, during, and after practices, games, and events.
- Be knowledgeable of the rules and fundamentals of the respective sport.
- Coach specific units as directed by the Head Coach.

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Team Administration

- Exhibiting leadership and professional behavior in dealing with student-athletes
- Demonstrating a sincere interest in the social, emotional, academic development, as well as the athletic welfare of student-athletes
- Plan long and short-term objectives under the leadership of the head coach.
- Assist in the establishment of requirements for team members in terms of academic and athletic progress.
- Serve as the academic liaison for the team.
- Assist in the habits of student-athletes.
- Coordinate recruiting efforts with the Athletic Academic Services Staff.
- Document proper compliance responsibilities with the Athletic Compliance Staff.
- Assist in the management of the budget if applicable.
- Assist in the coordination and management of team travel if applicable.
- Assist in the completion of all necessary compliance documentation under the direction of the compliance office.

Campus/Community Communication

- Serve in a leadership role and promote participation in community service activities by student-athletes.
- Assist in the formulation of team and department fund-raising activities and promotional events.
- Administer day-to-day operations and staff of summer athletic camps and other “reach out” programs for school-aged children, as directed by the head coach.

Other Duties

- Be knowledgeable of NCAA and MAAC rules.
- Assist in planning a competitive schedule if applicable.
- Other duties as assigned.
- As a member of the Niagara University Athletic Department, you shall comply with all applicable NCAA rules and regulations as provided in the NCAA Division I Manual. If you are found in violation of NCAA regulations, you shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures, including suspension without pay or termination of employment for significant or repetitive violations.

Maintain confidentiality of information (including but not limited to: student and employee personal information, student grades, etc.), both during and after their employment with the University. Any question regarding the confidentiality of material should be referred to the supervisor. Any violation shall subject the employee to disciplinary action, up to and including termination of employment

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- 1) Strong interpersonal, organizational, written, and oral communication skills.
- 2) Working knowledge of recruiting techniques to be used in recruiting student-athletes for men's basketball programs.
- 3) Proficiency with computer programs to help individual and team preparation and development.

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- 4) Demonstrated organizational and leadership skills.
- 5) Demonstrated ability to adhere to University, NCAA, and MAAC Conference rules and regulations.
- 6) Working knowledge of coaching and teaching techniques.

ERGONOMIC REQUIREMENTS:

The functions of the position usually performed standing, but may require some amount of time sitting, stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. Tasks involving working on a computer keyboard, and computer software applications, involve the extensive wrist and hand movement. This position requires traveling. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others.

QUALIFICATION STANDARDS

- 1) Bachelor's degree
- 2) A valid driver's license is required. A license must meet insurance company rules and regulations for driving underwriting criteria.

Class II OSHA

ADDITIONAL REQUIREMENT:

This position has been identified as requiring a cell phone to fulfill job responsibilities and for other business purposes. Compliance with the University's Employee Cell Phone for Business Use Policy is required.

THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN OR COMBINE POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE.

Employee Signature

Date

Supervisor Signature

Date

REV April 2022