

NIAGARA UNIVERSITY
JOB DESCRIPTION

NAME:	Vacant
DATE:	MAY 2022
JOB TITLE:	ASSISTANT TRACK AND CROSS COUNTRY COACH
FLSA STATUS:	EXEMPT
JOB-STATUS:	FULL TIME
JOB CLASS:	PROFESSIONAL
WORK LOCATION:	KIERNAN CENTER
WORK LOCATION:	KIERNAN CENTER
TITLE OF IMMEDIATE SUPERVISOR:	HEAD CROSS COUNTRY and WOMEN'S TRACK COACH
DEPARTMENT:	ATHLETICS
SECTOR:	PRESIDENT

JOB SUMMARY

Under general supervision, the Assistant Track and Cross Country Coach will assist the head coach in developing student-athletes academically and athletically for the outdoor track and field and cross country programs, and contribute to the educational mission of the University by offering direction and instruction in the area of track & field and cross country.

ESSENTIAL DUTIES:

- Contribute to the educational mission of the University by coordinating the instruction of student-athletes in the area of track and cross country training and competition.
- Recruit student-athletes for the track and cross country programs.
- Provides academic support for student-athletes.
- Provides motivation and supervision for student-athletes.
- As needed, monitors study hall, day-to-day class attendance, and academic enhancement program reports.
- Instructs methods and strategies and coaches student-athletes in sports.
- Provides additional administrative support as needed.
- Operates the program under the rules and regulations of the university, the NCAA, and the MAAC; understanding that a coach can be suspended for a period of time without pay or terminated if found to be involved in significant or repetitive violations of NCAA regulations.
- Perform other duties as assigned.

GENERAL DESCRIPTION:

% of Time

ASSISTANT TRACK & FIELD AND CROSS COUNTRY COACH

70% Provide teaching and instruction to track student-athletes (primarily sprints and hurdles) were delegated by supervisor; Follows and conforms to NCAA rules and regulations.

15% Activities related to the recruitment of potential student-athletes.

15% Other duties as assigned in support of the track and cross country programs and the well-being of its student-athletes.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- 1) Strong interpersonal, organizational, written and oral communication skills.
- 2) Knowledge of NCAA rules and regulations.
- 3) Knowledge of track, teaching techniques and the ability to effectively use them.
- 4) Ability to work evenings, weekends and holidays when necessary.
- 5) Ability to receive telephone calls, respond to inquiries and communicate with others by telephone.
- 6) Ability to travel when necessary.
- 7) Knowledge of recruiting techniques and the ability to effectively use them.
- 8) Proficiency to handle various office machines including but not limited to: computer keyboard, computer software applications, calculator, copy machine and fax.
- 9) Knowledge of academic eligibility rules.
- 10) Ability to drive a personal or university vehicle for the purpose of university business.

ERGONOMIC REQUIREMENTS

The functions of the position are usually performed standing but may require some amount of time sitting. Some amount of stooping, kneeling, bending, crouching, lifting, walking, running, 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 tasks without significant risk of injury to themselves or others.

QUALIFICATION STANDARDS

ASSISTANT TRACK & FIELD AND CROSS COUNTRY COACH

- 1) Bachelor's degree or high school diploma with high-level amateur or professional playing and/or coaching experience required.
- 2) At least one year of experience coaching track & field at the high school, college, or higher competitive level or at least three years experience competing in track & field at the college level or higher.
- 3) USATF Level 1 certification is preferred, but not mandatory if the candidate possesses the commensurate high-level athletic experience and demonstrated advanced knowledge of the sport.
- 4) Must take NCAA recruiting test within 30 days, must pass within 120 days of hire. (four months).
- 5) A valid New York State driver's license is required that satisfies both University and insurance company underwriting rules and regulations for driving a motor vehicle. Must also be able to operate a motor vehicle in Canada.

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

Employee Signature

Date

Supervisor Signature

Date