

**NIAGARA UNIVERSITY**  
**JOB DESCRIPTION**

<b>NAME:</b>	<b>TBD</b>
<b>DATE:</b>	<b>SEPTEMBER 2022</b>
<b>JOB TITLE:</b>	<b>HEAD CROSS COUNTRY &amp; WOMEN'S TRACK &amp; FIELD COACH</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>JOB CLASS:</b>	<b>REGULAR FULL TIME</b>
<b>JOB TYPE:</b>	<b>X</b>
<b>WORK LOCATION:</b>	<b>KIERNAN CENTER</b>
<b>TITLE OF IMMEDIATE SUPERVISOR:</b>	<b>ASSISTANT AD, STUDENT-ATHLETE DEVELOPMENT</b>
<b>DEPARTMENT:</b>	<b>ATHLETICS</b>
<b>SECTOR:</b>	<b>PRESIDENT</b>

**JOB SUMMARY:**

Under general supervision, the Head Cross Country and Women's Track and Field Coach will recruit student-athletes, make recommendations for athletics scholarships, schedule meets and conduct practices for the assigned athletics teams, and contribute to the educational mission of the University by offering direction and instruction in the area of cross country/track and field.

**ESSENTIAL DUTIES:**

- Contribute to the educational mission of the University by coordinating the instruction of student-athletes in the area of cross country/track & field training and competition
- Recruit student-athletes for the men's and women's cross country and women's track and field programs
- Instruct methods and strategies; coach student-athletes in the sport
- Provide motivation, both athletic and academic, to student-athletes
- Make recommendations for athletics scholarships
- Considered Essential Personnel whose physical presence is required on campus and must also be prepared to address those functions remotely (from off-campus) as needed when operations are restricted or the campus is closed.

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- Schedule practices and meets
- Supervise assistant coach/coaches
- Transport and supervise players while traveling
- Responsible for providing, in a timely manner before the beginning of the season, to the public relations office (sports information) all materials relevant to the team(s) (rosters with hometowns, high schools, etc and schedules)
- Coordinate with sports information the manner in which team scores will be reported for home and away contests
- Order all equipment and uniforms, with approval from athletics administration
- Monitor expenditures to stay within budget
- Operate 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
- 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
- Review and apply all policies and procedures outlined in the university's Affirmative Action Plan
- Perform other duties as assigned

### **GENERAL DESCRIPTION:**

% of Time

- 50% Instruct, teach and assist in the development of student-athletes during practices; follow and conform to NCAA rules and regulations.
- 20% Actively coach team(s) during meets.
- 15% Recruit student-athletes and make athletics scholarship recommendations.
- 5% Provide accurate data to sports information about the team and its members and

## **HEAD CROSS COUNTRY & WOMEN'S TRACK & FIELD COACH**

coordinate score reporting.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- 1) Knowledge of recruiting techniques and the ability to effectively use them.
- 2) Ability to evaluate potential student-athletes during the recruiting process.
- 3) Knowledge of NCAA rules and regulations.
- 4) Knowledge of coaching and teaching techniques and the ability to effectively use them;
- 5) Strong interpersonal, organizational, written and oral communication skills.
- 6) Ability to receive telephone calls, respond to inquiries and communicate with others by telephone.
- 7) Ability to work evenings, weekends and holidays when necessary.
- 8) Ability to travel when necessary.
- 9) Ability to drive a personal or university vehicle for the purpose of university business on a regular basis.

### **ERGONOMIC REQUIREMENTS:**

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

### **QUALIFICATION STANDARDS**

1. Bachelor degree in related field is required with a high level amateur or professional competing and/or coaching experience.

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- 2. At least one year of experience coaching cross country/track and field at the high school, college or higher competitive level or at least three years’ experience running cross country/track and field at the college level or higher.
- 3. 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

Class II OSHA

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

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Employee Signature

Date

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Supervisor Signature

Date

REVISED SEPTEMBER 2022