



# JOB DESCRIPTION

## INFORMATION

<b>Job Title:</b>	<i>Assistant Coach</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Non-exempt Part-time < 24 hours/week
<b>Department:</b>	Cross Country/Track and Field	<b>W/C Classification</b>	8868 – Administration/Faculty
<b>Reports To:</b>	Head Coach	<b>Compensation</b>	\$20.00/hour

## SUMMARY

Advance the mission and vision of TMUS by producing the highest attainable levels of excellence in instruction as well as individual and team performance. Develop and improve the technical and physical skills of each student-athlete. Represents the institution through recruitment of potential student-athletes, interaction with the GSAC office, and colleagues at other institutions.

## ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Collaborate with head coach during scheduled weekly meetings regarding conditioning regimen for athletes.
- Oversee the implementation of conditioning regimen for the semester.
- Plan in-season training/ workouts for athletes under the guidance of the head coach during scheduled weekly meetings.
- Give instruction and provide feedback for athletes during practice.
- Attend scheduled meets.
- Support the mission of the University by strengthening a tradition of quality athletics while challenging student-athletes to excel academically and as followers of Christ.
- Assist head coach in all aspects of the program to include:
  - Planning and overseeing the practice and conditioning sessions,
  - Scheduling of competition,
- Recruiting students who are a mission fit for The Master's University and who are academically eligible to participate according to the rules of the NAIA, GSAC, and The Master's University.
- Participate in management of team events (i.e., TMU Cross Country Invitational, TMU Winter 5k, Welcome Back Celebration, Mustang Elite High School Camp, etc.)
- Performs other related duties as assigned.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

## **SUPERVISORY RESPONSIBILITY**

- This position has no supervisory responsibilities.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree or equivalent experience.
- At least two-years' experience in a coaching role preferred.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- Some travel with overnight stay expected.

## **ADDITIONAL INFORMATION**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.