



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

ASSISTANT COACH

WOMEN'S TRACK AND FIELD/CROSS COUNTRY

POSITION REFERENCE NUMBER: 10044-131

GENERAL FUNCTION

Responsible for the management and administration of the intercollegiate track and field program within the guidelines, rules, and regulations of Robert Morris University, Northeast Conference, and the NCAA.

RESPONSIBILITIES

1. Use expert technical knowledge of the sport of track and field to assist in the development and coaching of a successful program, including the development of high quality student-athletes. This includes:
 - a. Assist in the organization and conduct of all practice sessions, conditioning, and other sport-related workouts. This will include significant setup and maintenance of equipment required for events. Specifically, will utilize expertise in the coaching of the following events:
 - i. High jump
 - ii. Triple jump
 - iii. Long jump
 - iv. Pole Vault
 - v. Shotput
 - vi. Weight throw
 - vii. Hammer throw
 - viii. Discus
 - ix. Javelin
 - b. Provide coaching to the student-athletes during the conduct of all home and away competitions, specifically in the events listed above.
 - c. Provide supervision and support to the student-athletes during travel to away events.
 - d. Assist in the provision of a leadership/mentor role among student-athletes, assistant coaches, and other support staff while promoting sportsmanship and responsible behavior both during and outside of athletic competition.
 - e. Work closely with the athletic training staff to ensure the health and safety of student-athletes.
 - f. Encourage and promote excellence in academics from student-athletes, in collaboration with various academic support services.
2. Assist in the effort to recruit quality student-athletes from geographically and demographically diverse populations. This includes:
 - a. Travel to evaluate prospective student-athletes.
 - b. Arrange all campus visitations in collaboration with the Office of Enrollment Management.
 - c. Assist in the provision of all correspondence with prospective student-athletes, coaches and parents.



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3. Administrative Duties, including:
 - a. Participate in the making of travel arrangements, including transportation, lodging, and meals.
 - b. Assist the Head Coach in the performance of public relations and fundraising duties as needed.
 - c. Assist in ensuring program compliance with all NCAA, Northeast Conference, and University rules, including completion of required Compliance documentation and timely reporting of all known violations to the Director of Athletics or Associate Athletic Director for Compliance.
4. On occasion may need to drive on behalf of the University.
5. Other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's degree required; Master's degree preferred
2. At least four years of coaching and/or competing in the sport of track and field at the collegiate level required. Specifically, expertise in the events listed in section 1.a above is required.
3. Valid driver's license.
4. Strong communication and organizational skills.
5. Commitment to student-athlete welfare, academic success, NCAA/University rules.

OTHER INFORMATION

Exemption Status: Exempt

Post Date: August 8, 2017

HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number
Example: Bob Morris - 123456

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