



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

ASSISTANT COACH, WOMEN'S BASKETBALL

POSITION REFERENCE NUMBER: 10051-127

GENERAL FUNCTION

Responsible for much of the management and administration of the intercollegiate Women's Basketball 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 Women's Basketball to assist in the development and coaching of a successful program, including the development of high quality student-athletes. This includes:
 - a. Monitor and advise all students in the women's basketball program on issues of academic achievement, scheduling, tutoring, and study table.
 - b. Responsible for all planning and execution of team travel logistics, including transportation, lodging, meals, and meetings.
 - c. Participate in video analysis of team competition and practice, including mastery of state-of-the-art digital video editing systems.
 - d. Participates in team and individual player development through practices, film study, and in-game instruction.
 - e. Work closely with the athletic training staff to ensure the health and safety of student-athletes.
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.
3. Administrative Duties, including:
 - a. Assist the Head Coach in the performance of public relations and fundraising duties as needed.
 - b. 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.
 - c. Other duties and responsibilities as assigned.
 - i. Perform public relations and fundraising duties as needed.



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- ii. Ensure program compliance with all 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.

MINIMUM QUALIFICATIONS

- 1. Bachelor's degree required; Master's degree preferred
- 2. At least three years of coaching, or collegiate playing experience in the sport of basketball 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 2, 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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