UNIVERSITY OF SOUTHERN CALIFORNIA

Assistant Football Coach

Job Code: 131209

OT Eligible: No

Comp Approval: 5/31/2017

JOB SUMMARY:
This position is responsible for coaching members of the football team, both individually in groups, teaching all aspects of football to ensure the development of the students’ fullest athletic potential. The Assistant Football Coach assists in the overall planning and execution of the football program, assisting in the recruiting process, monitoring and maintaining student athlete discipline, scouting opponents, and working with the booster program in fundraising efforts. This position also monitors the progress and needs of student athletes, coordinates off-season conditioning programs, promotes the athletic program overall as well as the specific sport, and participates in departmental activities, as required. The Assistant Football Coach is responsible for ensuring adherence to all Association, Conference, and University rules by athletes and supporting staff, and complying with all rules and bylaws of the NCAA and Pac-12 Conference.

JOB ACCOUNTABILITIES:

**E/M/NA % TIME**

---  ---  Coaches team members individually and in groups. Teaches specific aspects of football and demonstrates game techniques, including fundamentals and overall strategy. Assists in the development of students’ fullest athletic potential.

---  ---  Assists in the overall planning and execution of the intercollegiate men’s football program, in accordance with NCAA and Conference regulations, including game scheduling, preparing practice plans, and organizing travel plans.

---  ---  Assists in the recruiting process of quality prospective student-athletes for the football program, including the evaluation of talent. Ensures timely submission of their academic records for admissions.

---  ---  Monitors and maintains the discipline and conduct of student athletes to support the image and reputation of the athletics program.

---  ---  Scouts opponents. Prepares scouting reports and gives input into game plan strategies.

---  ---  Works with booster groups in fundraising and coordinating support groups for the football program.

---  ---  Monitors academic progress and status of team members, implementing action plans through appropriate staff when needed. Assists in the coordination of student services for the basketball team by working with student support services.

---  ---  Coordinates off-season conditioning programs by working with weight room staff.

---  ---  Promotes the athletic program and specific sport through community events, public speaking, fundraising, and marketing.

---  ---  Participates in departmental activities to include service on committees and attendance at all scheduled departmental and team meetings.
Ensures adherence to all Association, Conference, and University rules by athletes and supporting staff. Complies with all rules and bylaws of the NCAA, Pac-12 Conference and University rules and regulations relating to the conduct and administration of the program.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

- **Essential:**
  - Yes: In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 3 years
- 3 years

**Minimum Field of Expertise:**
- 3-5 years college coaching experience. Complete understanding of Pac-12 and NCAA rules and regulations. Administrative skills including interpersonal relations are essential.

**Preferred Education:**
- Bachelor's degree
- Bachelor's degree

**Preferred Experience:**
- 5 years
- 5 years

**Preferred Field of Expertise:**
- Coaching experience at the Division I level.

**Skills: Administrative:**
- Communicate with others to gather information
- Conduct meetings
- Coordinate events
- Gather data
- Input data
- Prioritize different projects
Research information
Schedule appointments
Understand and apply policies and procedures

Skills: Other:
Analysis
Assessment/evaluation
Coaching
Communication -- written and oral skills
Conflict resolution
Consulting
Counseling
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Lead/guidance skills
Marketing
Mediation
Negotiation
Networking
News gathering and reporting
Organization
Planning
Problem identification and resolution
Public relations
Public speaking/presentations
Scheduling
Supervisory skills
Teaching/training

Skills: Machine/Equipment:
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Personal computer

Supervises: Level:
May oversee student, temporary and/or resource workers.

Comments:
Requires a high level of physical activity in the instruction of skills. Requires a high skill level in specific athletic sport techniques.

SIGNATURES:
Employee: _____________________________________  Date:_____________________________
Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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