UNIVERSITY OF SOUTHERN CALIFORNIA

Assistant Track and Field Coach

Job Code: 131223

OT Eligible: No
Comp Approval: 5/31/2017

JOB SUMMARY:

This position is responsible for coaching members of the track and field team, both individually in groups, teaching all aspects of track and field to ensure the development of the students’ fullest athletic potential. The Assistant Track and Field Coach assists in the overall planning and execution of the track and field 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 Track and Field 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 track and field and demonstrates competition 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 or women’s track and field 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 track and field 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 track and field 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:  
- [ ] No  
- [X] 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

**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

**Preferred Experience:**
- 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
   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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