Coach/Sports Professional III (3427)

Basic Purpose/Job Function: Responsible for assisting in the management and administration of all phases of a varsity intercollegiate sports program.

Examples of Titles Replaced: Assistant Football Coach; Assistant Head Football Coach; Director, Golf; Head Golf Coach; Head Gymnastics Coach; Head Soccer Coach; Head Softball Coach

Typical Functions May Include:

1. Recruiting quality prospective student-athletes and ensuring timely submission of their academic records for admissions
2. Scheduling and conducting regular practice sessions as permitted by NCAA rules and regulations
3. Coaching the team and determining and implementing strategies necessary to motivate players to maximum levels of individual and team performance
4. Working with the appropriate Associate Athletic Director in developing a competitive event schedule
5. Demonstrating a thorough knowledge of and compliance with applicable NCAA, Conference, university and departmental rules and regulations within his/her sports program
6. Monitoring the purchase of uniforms, equipment and supplies, including accountability for expense control and administration of the sport’s budget
7. Promoting the academic progress and graduation of student-athletes, including assisting with enforcement of the mandatory study program for freshmen and upperclassmen having academic difficulties and enforcing departmental requirements for class attendance and make-up work
8. Providing student-athletes with information concerning opportunities for athletic participation at tournaments, meets, etc., facilitating such participation in accordance with Conference and NCAA rules and regulations and maintaining a liaison with appropriate organizations
9. Ensuring enforcement of rules regarding student-athlete conduct and dress code
10. Recommending qualified assistant coaches for hiring in accordance with all departmental and university personnel policies and procedures, affirmative action programs and NCAA rules and regulations
11. Directing, supervising and evaluating assistant coaches, including delegating and prioritizing administrative responsibilities
12. Coordinating with the Athletic Business Office the planning of recruiting and team travel
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13. Conferring with Team Physician, Athletic Trainers and Strength and Conditioning staff to determine team and individual conditioning programs and provide for the safety, health and conditioning of student-athletes

14. Participating in University of Oklahoma public relations activities including press, television and radio interviews, news conferences and speaking engagements, as directed by the Athletic Director or designee

15. Working with the Director of Athletic Development in fundraising opportunities to enhance their sports program and the overall Athletic Program

16. Working on special projects and other assignments as directed by the Athletic Director

17. Coordinating aspects of team defense and offense, including assessing player’s skills, assigning positions, evaluating team capabilities, and instructing players in techniques of game

18. Knowing and understanding NCAA and Big XII rules; violations or suspected violations must be reported to the Compliance staff and/or Director of Athletics

19. Performing other related duties as assigned

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: Supervises assistant coaching staff and other administrative support personnel.

Supervision Received: Receives limited supervision from designated supervisor.

Minimum Qualifications:

- **Education**: Bachelor’s Degree  
  **Type**: Determined by department

- **Experience**: 36 – 48 months  
  **Type**: Coaching, per designated sport

- **Skills**: Effective oral and written communication, ability to work independently and good organizational skills

- **Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; ability to multi-task; ability to travel; ability to work cooperatively with a wide range of constituencies in a diverse community

- **Licenses**: Determined by the nature of the position and/or department

- **Certifications**: Determined by the nature of the position and/or department
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Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.