Coach/Sports Professional I (3425)

**Basic Purpose/Job Function:** Responsible for assisting the Head Coach in the management and administration of a baseball, basketball, golf, gymnastics, soccer, softball, tennis or wrestling sports program.

**Typical Functions May Include:**

1. Assisting the Head Coach with coaching responsibilities, practice sessions, and events
2. Evaluating and recruiting quality student-athletes and coordinating recruiting activities with the Head Coach
3. Maintaining a comprehensive knowledge of applicable University, Conference, and NCAA rules and regulations
4. Adhering to expense report and purchasing guidelines
5. Assisting with the implementation of the academic program, including study and tutorial programs; referring student-athletes to appropriate University academic resource personnel
6. Monitoring student-athletes to ensure adherence to rules and regulations concerning conduct and appearance; assisting with dormitory supervision of team members
7. Working closely with the Team Physician, Athletic Training staff, and Strength and Conditioning staff to provide for the safety, health, and conditioning of student-athletes
8. Assisting with team management, as requested, during the absence of the Head Coach
9. Participating in University of Oklahoma public relations activities
10. Knowing and understanding NCAA and Big XII rules; violations or suspected violations must be reported to the Compliance staff and/or Director of Athletics
11. 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** May supervise student and/or clerical staff.

**Supervision Received:** Receives general supervision from designated supervisor.
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Minimum Qualifications:

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

- **Experience**: 0 - 24 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. Serve as a Campus Security Authority (CSA) by fulfilling training and reporting obligations related to campus safety protocols.

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

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

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.