MAJOR PURPOSE:
The athletic department is committed to Christ centered holistic development of student athletes through intercollegiate athletics. The purpose of athletics at WJU is to assist in the growth of student athletes physically, mentally, academically and spiritually. The Assistant Coach provides assistance in all facets of managing a competitive intercollegiate athletic program and helps to create an environment that models competitive excellence, sportsmanship and Christ like character.

ESSENTIAL FUNCTIONS:
1. **Recruiting:** assist Head Coach with the recruitment of student athletes that fit the University. Plan and implement recruiting strategy, schedule recruiting trips, coordinate recruiting visits with admissions, student life, academic advisors and the athletic director.
2. **Budgeting:** assist Head Coach with the creation of and accurate management of the programs budget
3. **Scheduling:** assist Head Coach with scheduling of conference and non-conference games/matches, and transportation/ accommodations for road games in coordination with the Head Coach and Athletic Director
4. **Compliance:** with all University, Conference and NAIA rules and regulations with the highest level of integrity
5. **Assist:** with planning, instruction, supervision of daily practices, coordinate use of weight room with athletic trainers and other coaches and off season training and conditioning
6. **Monitor:** and encourage academic progress of student athletes, assist with oversight of academic scheduling and a plan for graduation
7. **Communicate:** effectively in oral and written English
8. **Interact:** and work effectively with colleagues, staff, faculty, administrators, students and others of cultural and socio-economic backgrounds
9. **Experience:** and proven skills to effectively manage conflict
10. **Ability:** to preform and complete tasks in a timely manner
11. **Mentor:** assist Head Coach in the Champions of Character programing and development of Christ like character in student athletes
12. **Community Service/Ministry opportunities:** in coordination with the Head Coach, Student Life and the Athletic Departments provide and participate in community service and ministry opportunities for student athletes
13. **Positively:** represent the University at all contests, events and meetings
14. **Fund raising:** assist Head Coach and Athletic Director in specific fund raising efforts which include, but are not limited to the following: WJU Golf Classic, WJU Dinner/Events and Athletic publications
15. **Public Relations:** assist in the development of public relations with local constituencies aimed at gaining support for WJU athletic program as well as securing corporate sponsorships for the athletic program
16. **Other duties** as assigned
QUALIFICATIONS
- A strong and visible Christian faith that is compatible with the William Jessup University mission of Christian higher education
- Experience in leadership roles and written/verbal communication
- Two to three years of successful coaching experience

EDUCATION/CERTIFICATIONS:
- Bachelors Degree
- Must hold and maintain a valid CA driver’s license and clean driving record.

SKILLS/ABILITIES:
- Exceptional recruiting, administrative, leadership, oral and written communication, public relations, interpersonal skills and strong self motivation characteristics

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
Much of the employee’s working time will be spent outdoors on sports fields in all types of weather and might require standing for long periods, working with medical equipment or machinery, and being able to walk, run, kneel, crouch, stoop, or crawl. Some travel may be required.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

____________________________________  _____________________________
Employee Signature     Date