JOB TITLE: Assistant Men’s Soccer Coach
DEPARTMENT: Athletics
SUPERVISOR: Head Soccer Coach/Associate Athletic Director
FLSA STATUS: Exempt

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 DUTIES AND RESPONSIBILITIES:
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 Head Coach.
2. Camps: schedule, plan and implement Identification and developmental camps throughout the year.
3. Comply with all University, Conference and NAIA rules and regulations with the highest level of integrity.
4. Assist with planning, instruction, supervision of daily practices, coordinating use of weight room with athletic trainers and other coaches and off season training and conditioning.
5. Monitor and encourage academic progress of student athletes; assist with oversight of academic scheduling and a plan for graduation.
6. Coordinate and conduct scouting of opponents and film exchange.
7. Fundraising: assist Head Coach and Associate Athletic Director of Development in specific fundraising efforts which include, but are not limited to the following: WJU Golf Classic, WJU Dinner Events and Athletic publications, Mission Trip and WJU Foot Golf Tournament-PR.
8. Communicate effectively in oral and written English.
9. Interact and work effectively with colleagues, staff, faculty, administrators, students and others of cultural and socio-economic backgrounds.
10. Experience and proven skills to effectively manage conflict.
11. Ability to perform and complete tasks in a timely manner.
12. Mentor: assist Head Coach in the Champions of Character programing; development of Christ like character in student athletes and living out our Program Blueprint.
13. Community Service/Ministry opportunities: in coordination with the Head Coach, Student Life and the Athletic Department, provide and participate in community service and ministry opportunities for student athletes.
14. Positively represent the University at all contests, events and meetings.
15. Other duties as assigned.
QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Bachelor’s degree required
- Must hold and maintain a valid CA driver’s license and clean driving record.

SKILLS/ABILITIES:

- Detail orientated
- Ability to meet deadlines in high paced work environment
- Excellent oral & written communication skills
- Collaborative leader

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. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

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, crouch 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 50 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 are 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 to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

________________________________ ____________________________  
Employee Signature     Date