

Head Women's Basketball Coach / Game Management

This position is: OPEN

Job Number: 796 Posted: 3/8/2023 Revised: Location: St. Davids -- Posting Type: Staff

Position Summary

The position of Head Women's Basketball Coach requires a commitment to excellence, in the Women's Basketball program as well as the overall positive direction of the athletic department.

The Head Women's Basketball Coach is responsible for all phases of the program. This includes, but is not limited to, the planning, development, and implementation of activities in the following areas: planning and supervision of team practices and contests; management of budget; control of equipment and supplies; and recruiting, retention, and advisement of student-athletes. The head coach is accountable for modeling a professional demeanor as is inherent in higher education and athletics as well as for mentoring student-athletes with an emphasis in Christian formation. This position is responsible for ensuring that all Women's Basketball activities support the mission of the University and are in compliance with all University, MAC, and NCAA rules and policies.

The Head Women's Basketball Coach reports to the Director of Athletics. This is a full-time position within the Department of Athletics.

Responsibilities

Position Responsibilities

The Head Women's Basketball Coach will:

1. Plan and administer all aspects of the Women's Basketball program.
2. Develop an effective recruitment program for Women's Basketball to maximize roster size. Roster size is to be determined in conjunction with the Athletic Director (18 minimum)
3. Monitor and adhere to Eastern University, Title IX, NCAA and MAC policies and procedures.
4. Manage team supplies and equipment.
5. Approve and manage all team travel, hotel costs, meal costs, and other expenses associated with the Women's Basketball program.
6. Complete reports on a timely basis as requested by the athletic department including expense reports, purchase orders, and fundraising documents.
7. Ensure the keeping of accurate records of all data and statistics related to Women's Basketball.
8. Mentor student-athletes, encourage compliance with University standards, and work toward student-athlete Christian formation.

9. Attend all staff meetings and other meetings requested by the athletic administration.
10. Work in a spirit of cooperation and be responsive to the advice and instruction of the athletic administration.
11. Recommend the appointment of assistant coaches to the Director of Athletics.
12. Supervise and evaluate assistant and volunteer coaches and make recommendation for continuance or not.
13. Evaluate, select, and recommend purchase of equipment and uniforms. Work actively with the athletic administration to create and maintain inventory of all equipment and uniforms.
14. Support the team's adherence, individually and collectively, to the EU policies for student conduct, both implicit and explicit, and work with the Dean of Students as needed to support these policies.
15. Establish, regulate, and enforce all team and department regulations regarding personal conduct.
16. Ensure that all student-athletes have completed all required eligibility forms prior to participation.
17. Cooperate with the Head and Assistant Athletic Trainers and other college health personnel in the care and prevention of injury and illness. Immediately notify the ATC staff concerning all injuries/illnesses.
18. Make recommendations to the Director of Athletics for annual scheduling of contests.
19. Support, monitor, and evaluate the academic and athletic performance of Women's Basketball student-athletes.
20. Administer the team budget effectively according to department and college guidelines; comply with policies related to requisitioning and purchasing; monitor team budget making sure never to exceed the allotted budget.
21. Fundraise for both the Women's Basketball program, as well as assist with numerous department-wide fundraising efforts.
22. Complete additional duties as assigned by the Director of Athletics.

Qualifications

A Bachelor's degree and previous successful coaching experience at the college level is required. A Master's Degree and three or more years of successful coaching experience at the college level are preferred. The ability, and desire, to work successfully within a team-oriented department environment is required. A commitment to the Division III philosophy of athletics, a working knowledge of NCAA rules, and a demonstrated ability to recruit, retain and mentor student-athletes is essential. Candidates must exhibit an understanding of, and support for, the University's Christian Mission. Additional qualifications include excellent interpersonal and organization skills and an ability to effectively communicate the mission and vision of Eastern University and the Athletic Department to alumni and friends of the university.

About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.