

Assistant Coach- Men's and Women's Tennis

This position is: OPEN

Job Number: 384 **Posted:** 2/26/2020 **Revised** **Location:** St. Davids -- **Posting Type:** Staff

Position Summary

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

The Assistant Men's and Women's Tennis Coach is responsible for assisting the Head Coach in various 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; control of equipment and supplies; and recruiting, retention, and advisement of student-athletes. The assistant 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 working with the Head Coach to ensure that all Men's and Women's Tennis activities support the mission of the University and are in compliance with all University, MAC, and NCAA rules and policies.

The Assistant Men's and Women's Tennis Coach reports to the Head Men's and Women's Tennis Coach. This is a part-time position within the Department of Athletics.

Responsibilities

Position Responsibilities

1. Attend high school tennis matches, tournaments and college showcases to target potential recruits
2. Call and email prospective student-athletes
3. Monitor and adhere to Eastern University, Title IX, NCAA and MAC policies and procedures.
4. Assist Head Coach with team fundraising efforts.
5. Attend all men's and women's tennis home and away matches.
6. Provide on court support for the Head Coach including but not limited to; drills, assisting players with game plans, strategies, and technical aspects of their game.
7. Work in a spirit of cooperation and be responsive to the advice and instruction of the Head Coach and athletic administration.

8. Assist Head Coach in evaluating, selecting, and recommending purchase of equipment and uniforms. Work actively with the Head Coach to create and maintain inventory of all equipment and uniforms.
9. 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.
10. Assist Head Coach in establishing, regulating, and enforcing team and department regulations regarding personal conduct.
11. 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.

Qualifications

III. Qualifications

A Bachelor's degree and previous successful coaching experience at the college level is required. 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.