



Graduate Assistant Basketball Coach Job Description

Position Title: Graduate Assistant Basketball Coach

Reports To: Head Basketball Coach

Department: Athletics

FLSA Status: Exempt

Employment Status: Part-time

FTE:

Salary/Position Grade: Tuition remission up to 18 graduate credits / year (including summer courses)

Pay Cycle:

Pay Months: 12 months

Grant Funded: No

Revision Date: December 2019

Position Summary:

The Graduate Assistant (GA) Coach of Mount Mary's NCAA Division III Basketball program is an integral member of the Athletic Department at Mount Mary University and requires an enthusiastic, pro-active, high-energy individual who is determined to see that the program's roster goals are met. This individual must be committed to the Athletic Department pillars to "Recruit, Retain, and Develop".

The GA works primarily with the head coaches and student-athletes to ensure that each Mount Mary University student-athlete and prospective student-athlete receives a quality experience. This opportunity requires the availability to work a variable schedule. Hours will be determined by mutual agreement and work to best accommodate the GA's academic schedule as well as the needs of the basketball program. Pre/post season hours likely to be slightly more consistent than in-season hours. The GA will receive tuition remission up to 18 credits/year and reimbursement for expenses related to recruiting trips. The GA will gain experience and learn skills necessary to be better equipped for a potential future career in coaching.

Primary Responsibilities:

- Recruiting prospective student-athletes for the basketball program
- Follow budget guidelines set forth by Head Coach / Director of Athletics
- Attend staff and/or institution meetings / events when required
- Knowledge of, and adherence to, NCAA Division III and Conference rules / regulations regarding recruiting, eligibility, and compliance
- Assist as needed with home athletic events
- Attend and help as needed at practices and games throughout the season
- Assist with program and team management, travel planning, fundraising, and team building event planning
- Perform other duties as assigned by the Head Coach / Director of Athletics

Skills and Experience:

- Bachelor's degree
- Experience within a collegiate athletic environment preferred, at the NCAA Division III level desired
- Strong organizational, leadership, communication, interpersonal skills, problem solving skills, ability to work independently, and possess a high level of confidentiality
- Excellent oral, written, and interpersonal communication skills, including the ability to work with diverse groups, facilitate group process, and foster collaborative decision making
- Exceptional ability to multitask and prioritize projects
- Computer skills are required, along with the expectation to learn additional computer software programs, such as Front Rush, Hudl, and FastDraw

Qualifications:

- Applicants must be accepted to a Mount Mary University graduate program and remain in good standing with the University.
- To perform this job successfully, the GA will become familiar with program's recruiting software and identify, evaluate, contact, and build relationships with prospective student-athletes. This will be accomplished through attending high school games, attending showcase events, reaching out to HS and Travel coaches, reviewing game / skills footage, and other activities as determined by the Head Coach and/or Director of Athletics.

- Candidates need to feel confident talking on a phone and creating coherent, professional correspondences (emails, letters, text messages, etc.)
- Desire to pursue a career in coaching is preferred
- Reasonable accommodation may be made to enable individuals with disabilities to perform primary functions.

Physical Demands:

- May be required to lift up to 50 lbs.
- Must reach, bend, stoop, lift
- Must sit, walk or stand for long periods of time
- Some repetitive motion may be required

Working Conditions:

- Night and weekend hours
- Travel
- Varying workflow; sometimes stressful with high workload times of the year
- Complete work required within a limited space
- Complete work required within a limited time

Mount Mary University practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace.

Print Name

Date

Signature