



USC University of
Southern California

Assistant Coach, Track and Field Job Description

JOB INFORMATION

<i>Job Code:</i>	131223
<i>Job Title:</i>	Assistant Coach, Track and Field
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Athletics Coaching/Program Management Operations
<i>Job Family Group:</i>	Athletics
<i>Management Level:</i>	6 Supervisor

JOB SUMMARY

Coaches members of the track and field team individually and in groups, teaching all aspects of the sport to ensure the development of the students' fullest athletic potential. Supports the development, planning, and execution of the track and field program and assists with recruiting, monitoring, and maintaining student athlete discipline, scouting opponents, and fundraising efforts.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	in related field(s)
	X	Master's degree	in related field(s)

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	of college coaching experience.
	X	5 years	of coaching experience at the Division I level.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Complete understanding of collegiate athletic conference and NCAA rules and regulations.
X		Excellent organizational and strategic planning skills.
X		Working knowledge of NCAA rules and regulations and Title IX compliance.
X		Excellent written and oral communication skills.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to meet the extended hours and travel requirements of the position.
X		Skilled at implementing administrative tasks and maintaining interpersonal relationships with colleagues.
	X	Demonstrable college recruiting experience.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X		BLS/CPR	
X			Automated external defibrillator (AED) certification.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Coaches team members individually and in groups, teaching specific aspects of track and field and demonstrating techniques, fundamentals, and overall strategies. Assists student-athletes with recovery/rehabilitation from injuries. Supports student-athlete conditioning and training in conjunction with the strength/weight staff, athletic trainers, and team physicians. Coordinates and executes team practices. Monitors and maintains team member discipline, conduct, and academic progress/status, implementing action plans through appropriate staff when needed.				
Assists in the planning and execution of the intercollegiate track and field program in accordance with NCAA and conference regulations. Responsible for scheduling meets, planning practices, and organizing travel plans. Ensures timely submission of academic records for admissions. Coordinates off-season conditioning programs as required. Orders and tracks equipment, maintains team and player records and statistics, and performs administrative duties as required.				
Evaluates talent and assists in the recruiting process of quality prospective student-athletes for the track and field program. Scouts opponents. Prepares scouting reports and gives input into meet plan strategies.				
Works with booster groups in fundraising and coordinating support for the program. Promotes the athletic program and specific sport through community events, public speaking, fundraising, and marketing. Participates in departmental, committee, and team activities and meetings, and promotes intercollegiate athletics as an integral part of the university.				
Ensures adherence to all association, conference, and university rules by athletes and supporting staff. Complies with all rules and bylaws of the NCAA, Collegiate Athletic Conference, and university regulations relating to program conduct and administration. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.