



USC University of
Southern California

Head Coach, Golf Job Description

JOB INFORMATION

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|-------------------|---|
| Job Code: | 131212 |
| Job Title: | Head Coach, Golf |
| FLSA Status: | Exempt |
| Supervisory: | May oversee student, temporary and/or casual workers. |
| Job Family: | Athletics Coaching/Program Management Operations |
| Job Family Group: | Athletics |
| Management Level: | 4 Administrator |

JOB SUMMARY

Develops, implements, and maintains the university's golf program. Responsible for tournament success, revenue generation for the athletic department, academic achievement of student athletes, and public relations.

JOB QUALIFICATIONS:

Education

| Req | Pref | Degree | Field of Study |
|-----|------|-------------------|----------------|
| X | | Bachelor's degree | |
| | X | Master's degree | |

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

| Req | Pref | Work Experience | Experience Level |
|-----|------|-----------------|------------------|
| X | | 5 years | |
| | X | 7 years | |

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

| Req | Pref | Functional Skills |
|-----|------|--|
| X | | Five years' college coaching experience. |
| X | | Complete understanding of collegiate athletic conference and NCAA rules and regulations. |
| X | | Excellent organizational and strategic planning skills. |

Knowledge, Skills and Abilities

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i> |
|------------|-------------|---|
| X | | Working knowledge of NCAA rules and regulations and Title IX compliance. |
| X | | Excellent written and oral communication 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 | | Maintains current CPR/AED Certification. |
| | X | Seven years' coaching experience at the Division I level. |

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

| | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|---|---------------|------------------|-----------------|------------|
| Develops, implements, and maintains the university's golf program, providing vision, leadership, and oversight. Responsible for scheduling tournaments, hiring assistant coaches and support staff, and overall program operations. Supports the development of students' fullest athletic potential through guidance and coaching. | | | | |
| Identifies, recruits, and develops quality prospective student-athletes for the golf program, in compliance with the institution's recruitment policy. Develops and enforces discipline through written team rules, the department code of conduct, and university rules, policies, and standards. | | | | |
| Builds and administers annual budgets. Promotes the golf program to media, donors, the university community and the general public to increase program fundraising, visibility, and revenues. Promotes intercollegiate athletics as an integral part of the university and establishes business and community relationships to solicit support. | | | | |
| Maintains responsibility for athletes' academic progress; works closely with the Student-Athlete Academic Services (SAAS) staff to monitor academic performance. Monitors and maintains the discipline, conduct, and academic progress/status of team members, implementing action plans through appropriate staff when needed. Fosters an environment that promotes the academic success, health, and welfare of student athletes in the assigned program, working collaboratively with university stakeholders as needed. | | | | |
| 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

| <i>Essential:</i> | <i>Emergency Response/Recovery</i> | <i>Essential:</i> | <i>Mandated Reporter</i> |
|-------------------|--|-------------------|---|
| | 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/ |

