

## ASSISTANT BASEBALL COACH AND RESIDENTIAL LIFE ASSISTANT

### JOB SUMMARY/OBJECTIVE:

This position will report to the Head Baseball Coach and Director of Student Life. The primary duty of the Assistant Baseball Coach is to assist the Head Coach in all aspects of coaching and instructing team members in the knowledge of the sport. May be responsible for individual student/athlete instruction in a specific area. The Assistant Coach will assist in evaluating and recruiting potential student-athletes. The Residential Life Assistant will assist in residential life duties. Included in the compensation with this position is room and board.

### DUTIES AND RESPONSIBILITIES:

#### ASSISTANT COACH:

- Assist in all areas of team performance, including pre-season, post-season training, practice and competition.
- Design and implement instructions for student-athletes in a specific area.
- Monitor the academic progress of student-athletes and provide encouragement, support and referral assistance as appropriate.
- Assist in the day to day operations, including but not limited to video breakdown, travel plans, equipment and budget management.
- Assist with identification, evaluation and recruitment of student-athletes
- Implement and develop fundraising strategies to support annual operating budget.
- Perform other duties as assigned by the Head Coach.
- Comply with ASC/NCAA rules and regulations and support NCAA DIII / ASC Philosophy and Mission
- Promote your program (on campus, in the community, outside the community – speeches to local organizations, player volunteer work, camps, etc.)
- Attain/Maintain CPR/AED certification
- Assist with playoffs (if hosting)
- Professional Development – annually attend clinics or do other things to better your coaching ability
- Represent the University on and off the field in a positive fashion. Maintain appropriate relationships and communicate appropriately with Alumni, SA's, Team, Coaching Staff, Community, and ASC.
- Other duties as assigned by Athletic Director.

#### RESIDENTIAL LIFE ASSISTANT:

- Serve in on-call rotation for campus population
- Confront and discuss behavior issues impacting individual rights, social justice issues, inclusive excellence, and community standards
- Serve as a university conduct officer within the university's conduct process.
- Work evenings and weekends as necessary to fulfill expectations of the position

#### SKILLS AND ABILITIES:

- Excellent organizational ability, high level of accuracy, attention to detail
- Effective communication skills
- Able to prioritize and manage multiple tasks simultaneously and with minimal supervision.
- Experience working with Microsoft Office Word Pro, Excel, Powerpoint
- Enjoy working with college students

- Travel, including overnight and/or weekend

## QUALIFICATIONS:

- Bachelor's Degree preferred
- Knowledge of NCAA rules and regulations
- Coaching and/or playing experience at the collegiate level
- The successful candidate must demonstrate effective and excellent leadership, motivational, organizational and interpersonal skills.

***University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to perform successfully the major duties and responsibilities of the position.***

## APPLICATION PROCEDURES:

Send a letter of interest, résumé, and three to five professional references to:

- E-Mail, with MS-Word or pdf attachments (for applications): [HumanResources@ozarks.edu](mailto:HumanResources@ozarks.edu)
- Mail: Director of Human Resources, University of the Ozarks, 415 N. College Ave., Clarksville, AR 72830

Applications received by January 25, 2020 will be given full consideration.

## ABOUT UNIVERSITY OF THE OZARKS:

Ranked in the top ten of southern region comprehensive baccalaureate institutions by U. S. News & World Report, the University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The university serves a diverse group of approximately 870 students from the United States and abroad on a beautiful campus in Clarksville, Arkansas, located along I-40 approximately 90 miles northwest of Little Rock, nestled between the Arkansas River and the Ozark Mountains. Recent major gifts have enhanced the academic program and other campus initiatives. For more information about the University of the Ozarks, visit [www.ozarks.edu](http://www.ozarks.edu).