

## POSITION DESCRIPTION

---

**POSITION TITLE:** [Assistant Men's Basketball Coach / Student Advisor / Instructor](#)

---

**ORGANIZATIONAL UNIT:**  
Athletics

**REPORTS TO:**  
Head Men's Basketball  
Athletic Director  
Division Chair HPE

**REVISION DATE:**  
4/2019

---

### I. NARRATIVE GENERAL DESCRIPTION

The Assistant Men's Basketball Coach is responsible to the Athletic Director and the Head Men's Basketball Coach for assisting in the management of a varsity intercollegiate sports program and team.

### II. FUNCTIONAL RESPONSIBILITIES

- A. Assist the head coach with practice sessions, workouts, and coaching responsibilities assigned during athletic events.
- B. Develops a comprehensive and functional knowledge of the sport and maintains thorough familiarity with all applicable college, NJCAA and KJCCC rules and regulations.
- C. Scout for and recruit quality student-athletes as directed by the recruiting philosophy of the Head Coach. Coordinates recruiting activities as directed.
- D. Assists in the implementation of the academic programs, including the monitoring of individual student-athlete progress, the enforcement of study and tutorial programs.
- E. Assist in the placement of graduating student-athletes with four-year colleges and universities.
- F. Works with student-athletes and monitors adherence to team rules and regulations concerning conduct, appearance, behavior and class attendance.
- G. Participates in public relations activities with media, civic groups and booster clubs to maximize exposure for the team and to assist in promotional/fundraising activities. All attempts to increase present revenue sources and develop new sources should be coordinated through the Athletic Director's office.
- H. Responsible for overseeing accurate statistics and forms especially those required by the conference.
- I. Assist in the oversight of work-study students and basketball manager.
- J. Teach 12 credit hours per year.
- K. Continually revise and update course content while maintaining a current syllabus for each course taught.
- L. Perform special assignments and related duties as they apply to the basketball program.
- M. Meet attendance expectations as required for position which does include a willingness to work unusual hours including evenings and weekends.
- N. Within six months of the date of hire, required to maintain a physical place of residence within the CCC service area throughout their employment.

### III. REQUIRED KNOWLEDGE, SKILLS AND PERSONAL QUALIFICATIONS

- A. Ability to effectively work with various publics and diverse populations. Human Relation skills of ordinary courtesy, understanding and ability to stimulate motivation, confidence and enthusiasm in students.
- B. Willingness to enforce institutional policies
- C. Ability to coordinate with campus personnel to resolve problems/conflicts.
- D. A knowledge in the area of basketball.

### **III. REQUIRED EXPERIENCE**

At least three years coaching and recruiting experience preferably at the post-secondary level.

### **IV. REQUIRED EDUCATIONAL BACKGROUND**

A Master's Degree is required from a regionally accredited institution of higher learning recognized by the US Department of Education.