



Position Title: Assistant Athletic Director/Head Women's Volleyball Coach
Reports To: VP of Operations

Major Responsibilities:

Under general direction of the Athletics Director; Provide assistance and structure to plans, implementation and directing the athletic program in compliance with the rules and regulations of the United States Collegiate Athletic Association.

Specific Duties and Responsibilities:

1. Read, understand and comply with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and institutional effectiveness process.
2. Responds to communications (email/voicemail) on a daily basis.
3. To help provide administrative direction and oversight for all athletic programs and activities and supervise the control, issuance and maintenance of recreational athletic equipment and facilities.
4. To coach Women's Volleyball and help coordinate activities of all other coaches, teams and recreational athletics groups.
5. Responsible for team management duties including recruitment, advertising, training, teaching and any other support activities that are necessary for student athletes to enjoy successful careers while attending Florida National University.
6. Develops, in cooperation with athletic staff, games, schedules, and a certified base of game officials;
7. In charge of risk management in reporting all maintenance problems, needed repairs, and any possible hazards.
8. In charge of all gender equity compliance.
9. Submits yearly report of all required data to the Department of Education.
10. Oversees plan for Title IX compliance in athletics.
11. Handles all Title IX complaints dealing with athletics.
12. Provide assistance with establishing and evaluating goals for the athletic program within a thoroughly implemented effectiveness program.
13. Works with Academic Advising Department, faculty and other areas as appropriate to ensure that student athletes receive needed intervention and academic assistance in a timely manner.

14. Submits written proposals, including expected income and expenses, for camps or other athletic activities. These activities are expected to be self-supporting with income covering all expenses.
15. Coordinate a yearly fundraising campaign for each individual team participating in intercollegiate athletics at FNU as well at the Athletic Department as a whole.
16. Supervises all recruitment activities within the intercollegiate athletic program to ensure compliance with conference and national rules.
17. Maintains effective relations with area high school coaches to ensure an efficient and effective recruiting network.
12. Maintains an inventory record of all athletic equipment.
13. Help in recommending an annual housing plan for athletes.
14. Develops and maintains an effective program in order to identify and attract scholarship prospects for the team.
15. Ensures compliance with all guidelines from the Athletic Association subscribed to.
16. Ensures ongoing eligibility of athletes. (In charge of eligibility)
17. Assist in supervision of the Assistant Coach (s) and other part-time employees of the Athletic Department.
18. Help coordinates all team travel arrangements adhering to prudent budgetary practices.
19. Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees.
20. Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur.
21. Participate in the self-studies and committees conducted by the University.
22. Support and participate in University's Commencement Ceremonies.
23. Performs other duties as assigned.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

If you would like to apply for this position please click on the hyperlink below:

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