



MISSISSIPPI COLLEGE

Department of Athletics

Assistant Coach – Basketball Athletics Regular Full-Time Position

General Description

The Assistant Coach for Basketball reports directly to the Head Basketball Coach and is responsible for assisting the Head Coach in the operation, development, supervision and management of the basketball program. All Coaches are required to abide by the rules and regulations established by the Athletic Department, the University, the Gulf South Conference and the NCAA.

Primary Duties and Responsibilities

- Coordinate any and all activities through the Head Coach
- Assist the Head Coach in
 - Recruiting competitive student-athletes that meet the academic standards and mission of MC.
 - Educating student-athletes on the policies and regulations of the athletic department, the University, the Gulf South Conference and the NCAA.
 - Marketing and promotion of the program
 - Instructing student-athletes how to perform the skills and strategies of the sport by organizing and executing effective practice sessions with quality instruction including film review and/or scouting of opponents
 - Monitoring the academic progress of student-athletes
 - Supervising the conduct of and discipline of student athletes
 - Supervising and monitoring of graduate assistants, student assistants, interns and/or work study
 - Monitoring of and/or preparing NCAA compliance paperwork
 - Coordinating team travel arrangements
 - Organizing, promoting and directing instructional camps
 - Preparing the facility for practice and/or home contests
 - Supervising the practice and game facility for safety and security purposes when it is in use
 - Inventory, issuing and retrieving equipment, supplies and apparel.
- Commitment to the total development of student-athletes including but not limited to, their physical, mental, emotional, and spiritual development.
- Attend/support Athletic Department sponsored events and other required “Red Letter” University events
- Fundraising for the program and with other major fundraisers in the Athletic Department, in consultation with the Office of Advancement and the Director of Athletics.
- Attend Athletic Department/campus staff meetings and compliance workshops as scheduled.
- Maintain valid CPR, First Aid and AED certifications.
- Achieve a minimum passing score of 100% annually on the Division II Coaches Certification Required Courses.
- Serve as Game Management for other sports when assigned.
- Disclose all outside income on an annual basis.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to effectively teach fundamentals, position details and strategies of the sport.
- Ability to motivate student-athletes.
- Ability to work nights and weekends to travel for recruiting and team travel purposes.
- Ability to evaluate game film and/or statistics and breakdown opponent strategies.
- Ability to work summer camps.
- Ability to evaluate and recruit skilled student-athletes.
- Ability to demonstrate control and effectively assist the Head Coach in facilitating discipline in the program.
- Ability to comply with all policies and regulations of the University, the GSC and the NCAA.
- Ability to demonstrate the necessary computer skills to effectively and efficiently perform the required duties of the position.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality with sensitive information
- Ability to interact and establish an effective and appropriate relationship with diverse populations, the athletic department staff, the University community and the public.
- Ability to handle multiple tasks simultaneously.
- Ability to follow departmental and university policies as outlined in the Policy & Procedures manual.

Minimum Qualifications

- Bachelor's degree
- Valid Driver's license
- Demonstrated successful experience in playing and/or coaching in the sport.
- A background check will be required for the successful applicant
- A drug screening will be required for the successful applicant

Additional Preferred Qualifications

- Master's degree
- 3-5 years coaching experience

Performance Evaluation

- Job performance is evaluated annually according to the procedures approved by the President of Mississippi College and adopted by the Mississippi College Board of Trustees.