UNIVERSITY OF WISCONSIN – SUPERIOR
POSITION DESCRIPTION
Head Men’s and Women’s Cross Country/Track & Field Coach

**Working Title:** Head Coach-Men’s and Women’s Cross Country/Track & Field

**Hayes Hill Title/Level:** Coach, Limited Appointment

**Position Reports to:** Athletic Director

**Position Summary:**
Responsible for the management and administration of all phases of the Cross Country and Track & Field program in the manner that upholds the liberal arts philosophy and objectives of the University of Wisconsin-Superior athletic department.

**Duties and Responsibilities:**
- Promotes the philosophy and objectives of the athletic program; to include adhering to and enforcing all Departmental policies and procedures, as well as rules and regulations of the University, the Wisconsin Intercollegiate Athletic Conference (WIAC) and the NCAA.
- Oversees recruitment and selection of student-athletes; ensures compliance with NCAA recruiting rules and regulations; initiates process for determining academic eligibility.
- Provides leadership and instruction on personal and athletic development of student-athletes, to include counseling team members in academic, disciplinary and personal matters, when appropriate.
- Monitors eligibility status and promotes academic progress of student athletes.
- Submits sports annual budget requests. Manages sports programs within the framework of a balanced budget.
- Oversees selection, purchase, fitting and maintenance of team equipment, to include uniforms, athletic equipment and supplies.
- Schedules and conducts regular practice sessions in and out of season, as permitted by NCAA rules and regulations. Develops and implements strategies for motivating student athletes to perform at maximum levels as both individuals and a team.
- Develops a competitive event schedule, in conjunction with the Athletic Director and/or Senior Women’s administrator.
- Ensures that team travel arrangements are in compliance with University, WIAC and NCAA rules and regulations, to include monitoring development of travel itineraries and coordination of travel plans through the program assistant.
- Oversees conditioning and training of team members in conjunction with Head Athletic Trainer to ensure that student athletes are physically prepared for competition.
- Supervises assigned assistant coaches and other support staff to ensure compliance to applicable rules, policies and procedures; provides orientation, training and guidance as needed; conducts performance evaluations.
- Compiles data and reports, as required by the department and University.
- Develops and publishes team rules regarding appearance, practice, class attendance, punctuality, dress code and general standard of behavior, with approval.
of Athletic Director/Senior Women’s Administrator. Enforces such team rules with appropriate disciplinary action.

- Ensures safety of student athlete and coaching staff through careful monitoring of the condition of athletics equipment and facilities utilized by designated sport; submits requires for repair, maintenance and improvement of facilities to Facility Director, (Tom Fennessey when appropriate.
- Cooperates with all coaches with the Athletic Department to enhance overall Department operations.
- Assists with approved fundraising activities as requested.
- Participates in clinics, exhibitions and campus activities as approved.
- Participates in public relations activities to include speaking engagements, television and radio interviews and press conferences as approved or requested.
- Represents the Athletic Department at professional, civic, charitable and alumni events.
- Performs other related duties as assigned.

**Knowledge, Skills, Ability:**

- Knowledge of budget development, preparation and fiscal management.
- Skill in operation of modern office machines, communication tools, equipment, computers and relevant software.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in diverse settings, both on campus and in the community.
- Ability to research and resolve problems and questions related to the operations of the Cross Country and Track & field programs.
- Ability to organize work flow and coordinate activities.
- Ability to demonstrate effective communication skills both orally and written.
- Ability to communicate and work effectively with a wide range of constituencies in a diverse community.
- Ability to provide leadership and instruction in the personal and athletic development of staff and student athletes.
- Ability to work with a variety of racial and ethnic groups and underrepresented populations.
- Ability to commit to the highest ethical standards.
- Ability to participate in evening and weekend commitments as necessary.

**Minimum Qualifications:**

- Bachelor’s degree
- Three years collegiate coaching experience.
- USA Track and Field Level 1 Certification.
- Valid driver’s license.

**Desirable Qualifications:**

- Collegiate Head coaching experience.
- Pole Vault safety certification board certificate (Pole Vault safety certification will be required within 90 days of employment).