UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION
Head Coach – Men’s Soccer

Working Title: Head Men’s Soccer Coach
Hayes Hill Title/Level: Coach, 50%, limited appointment
Position Reports to: Director, Athletics

Position Summary
Responsible for the management and administration of all phases of the Men’s Soccer program in the manner that upholds the liberal arts philosophy and objectives of the University of Wisconsin-Superior athletic department.

NCAA 15.4.5 Athletic Staff Involvement. Members of the athletic staff of a member institution shall not be permitted to arrange or modify the financial aid package (as assembled by the financial aid officer or financial aid committee) and are prohibited from serving as members of a member institutions financial aid committees and from being involved in any manner in the review of the institutional financial assistance to be awarded to a student-athlete.

As an athletics department staff member, it is impermissible for you to discuss specifics concerning a student/athletes financial aid package with any individuals or departments (e.g., financial aid, admissions) involved in determining the financial aid awards for students.

1. 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 sport’s annual budget requests. Manages sport’s program 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/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 while providing orientation, training and guidance as needed.
   • 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 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 requests for repair, maintenance and improvement of facilities to Facility Director, when appropriate.
• Cooperates with all coaches within the Athletic Department to enhance overall Department operations.
• Performs other related duties as assigned.

2. **Other Functions:**
• Assists with approved fundraising activities, as requested.
• Participates in clinics, exhibitions and camp activities, as approved.
• Participates in public relations activities to include speaking engagements, television and radio interviews and press conferences, as approved or requested.
• Represents Athletic Department at professional, civic, charitable and alumni events.

3. **Supervisory Responsibility:**
• Supervise staff including scheduling and assigning work, reviewing performance, recommending salary increases, promotions and discharges.

4. **Authority/Accountability:**
• Works independently.
• Responsible for oversight of the Men’s Soccer program budget.
• Determines staff personnel actions to include performance evaluations and salary recommendations.
• Determines appropriate disciplinary actions of Men’s Soccer student-athletes.
• Adheres to and enforces all policies and procedures of the department, University, WIAC and NCAA rules and regulations.

5. **Problem Solving:**
• Solves problems associated with monitoring soccer, office budget; personnel and student-athlete concerns; logistics of running an intercollegiate Men’s Soccer program.

**Required Qualifications:**
• Bachelor’s degree from an accredited institution
• Two years’ experience coaching college Men’s Soccer.
• Valid driver’s license.

**Knowledge, Skills, Ability:**
• Knowledge of budget development, preparation, and fiscal management.
• Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
• Proficiency in computer use and relevant Microsoft applications.
• Ability to provide leadership and instruction in the personal and athletic development of staff and student-athletes.
• Ability to research and resolve problems and questions related to the operations of the Men’s Soccer program.
• Ability to organize work flow and coordinate activities.
• Ability to demonstrate effective communication skills both orally and written.
• Valid driver license with a good driving record; must be insurable.

**Physical Requirements:**
• Physically fit for Men’s Soccer related activities. Full range of physical activities.