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

**Working Title:** Head Men’s Baseball Coach  
**Hayes Hill Title/Level:** Coach, 100%, limited appointment  
**Position Reports to:** Director, Athletics

**Position Summary:**  
Responsible for planning and directing the recruitment, conditioning, training, performance, and administration of the men’s baseball program in the manner that upholds the 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 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.

NCAA 11.2.1 Stipulation That NCAA Enforcement Provisions Apply. *Contractual agreements or appointments between a coach and an institution shall include the stipulation that a coach who is found in violation of NCAA regulations shall be subject to disciplinary or correction action as set forth in the provisions of the NCAA enforcement procedures, including suspension without pay or termination of employment for significant or repetitive violations.*

**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 governing sport conference, and the NCAA.
- Oversees the recruitment and selection of student-athletes to meet roster and enrollment expectations for the men’s baseball program, as defined by the Athletic Director and University Administration. Ensures compliance with NCAA recruiting rules and regulations.
- Manages and monitors the men’s baseball budget under the supervision of the Athletic Director. Meets all revenue and fundraising expectations, as outlined in the men’s baseball program budget and as approved by the Athletic Director.
- Oversees selection, purchase, and maintenance of team equipment, to include uniforms, athletic equipment and supplies, within the guidelines of departmental policies and procedures, as well as rules and regulations of the University and the NCAA.
- Provides leadership, training and instruction on athletic development of student-athletes. Schedules and conducts regular practices and games in and out of season, as permitted by NCAA rules and regulations.
- Monitors the eligibility status of student-athletes in the men’s baseball program and promotes the academic progress of all student-athletes.
- Supervises assigned assistant coaches and other support staff to ensure compliance to applicable rules, policies, and procedures outlined by the department, University and the NCAA.
- Upholds and enforces the standards and expectations of student-athletes as outlined in the Student-Athlete handbook. Develops and publishes rules and expectations of student-athletes in the men’s...
baseball program, with approval of Athletic Director. Enforces such team rules with appropriate
disciplinary action.

- Cooperates with all Athletic Department staff members to enhance overall department operations and
initiatives.
- 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.

Other duties:
- Provide game management supervision for assigned sport(s) determined by the Athletics Director.
- Provide support and coordination of specialty events conducted by the Athletics Department.
- Perform other related duties as assigned.

Knowledge, Skills, Ability:
- Ability to recruit and retain student-athletes for the men’s baseball program.
- Knowledge of budget development, preparation, and fiscal management.
- Strong interpersonal skills with 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 resolve problems and answer questions related to the operations of the men’s baseball
program.
- Ability to organize work flow and coordinate activities.
- Ability to demonstrate effective communication skills both orally and written.

Minimum Qualifications:
- Bachelor’s degree from an accredited institution
- Two years of professional coaching at the high school level or above in baseball
- Valid driver license with a good driving record; must be insurable
- Physically fit for baseball related activities. Full range of physical activities

Desirable Qualifications:
- Master’s degree from an accredited institution
- A minimum of two years collegiate coaching experience in baseball. Head Coaching experience
preferred
- Demonstrated experience in budget management and fundraising initiatives
- Knowledge of NCAA rules and regulations