

GORDON COLLEGE
Position Description

Title: Assistant Coach – Women’s Basketball

Function: Under the direction of the Head Basketball Coach, the Assistant Coach’s primary function includes the teaching and instructing of student-athletes in the areas of sport-specific technique, strategic play, teamwork, and safety in the sport of Women’s Basketball at Gordon College. The level of responsibility includes areas specific to Basketball and a responsibility to our student-athletes' holistic well-being. The program's success will be measured by student outcomes, competitive excellence, and by the ability to fulfill the college's mission. This will be demonstrated by the mentoring of student-athletes, including teaching, and modeling the value of Christian competition and leadership.

Description of Duties and Tasks:

1. Responsible for the instruction and development of student-athletes, including sport-specific technique, strategic play, safety, and key aspects of their position.
2. In collaboration with the Head Coach, the Assistant Coach is responsible for the leadership and development of student-athletes, including a highly competitive program, a well-developed academic support structure, as well as the discipleship of young women in the program to facilitate their spiritual growth.
3. Supports the Head Coach in the recruitment and retention of quality student-athletes who understand and embrace the mission of Gordon College and of the Athletics Department. This requires attending Admissions-related functions, significant correspondence to inquiries, and travel to recruit prospective student-athletes.
4. Regularly attend department staff meetings and provide support for large departmental initiatives (including special events), spiritual development, game management, and alumni/fundraising activities.
5. Works in collaboration with the Head Coach to monitor academic performance of student-athletes and collaborates with campus partners regarding discipleship, development, and retention of student-athletes within their specific sports program.

6. Involved in game management for other sports as part of the out-of-season schedule.
7. Performs other duties as assigned by the Head Coach or Director of Athletics.
8. Office hours are primarily weekdays and at least 30 hours per week, but responsibilities require additional hours and flexibility, including evenings and weekends.

Campus and Community Engagement

1. Develops and maintains a professional and collaborative relationship with colleagues, faculty and staff, administration, alumni, friends of the college, and trustees.
2. Participates in the life of the Gordon College community.
3. Coordinates and attends department meetings and functions.
4. Knowledgeable of, and adheres to, the rules and regulations of the NCAA Division III and the Conference of New England.
5. Works within the framework of the rules and regulations of Gordon College.

Required Knowledge, Skills, and Abilities

To fully perform the above functions, the incumbent must possess the following knowledge, skills, and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. A bachelor's degree or work equivalent is required. Experience in playing and/or coaching at the intercollegiate level is also preferred, but not required.
2. Effective leadership skills and motivational abilities with mentoring experiences.
3. Understanding and appreciation of Christian liberal arts higher education.
4. Ability to be a team player within the Department of Athletics and the institution.
5. Strong desire to work with and relate to student-athletes.
6. Sound administrative ability with emphasis on organization and attention to detail.

7. Effective communication skills, both written and verbal.
8. Positive mindset, solution-oriented style of leadership.
9. Familiarity with basic computer operations, and ability to use common office equipment, including the ability to operate specialized software for sports administration.

Hiring Range: \$20,000 - \$25,000