

## POSITION DESCRIPTION

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**TITLE: Assistant Field Hockey Coach/Assistant Athletic Communications Director – (Exempt) – 10-Month (August 1 through May 31), Full-time**

### **Collective Bargaining – Ineligible – Managerial**

**Definition** – The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

**This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.**

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### **JOB SUMMARY:**

The Assistant Field Hockey Coach/Assistant Athletic Communications Director is responsible for serving as an assistant coach in a competitive NCAA Division III field hockey program; and will also serve as an Assistant Athletic Communications Director. Duties for the Assistant Field Hockey position include assisting in all areas of coaching the field hockey team including, but not limited to, recruiting, organizing and planning practices and game strategies, and fund raising. Duties for the Assistant Athletic Communications Director will include writing and distributing press releases, writing post game stories, prepare game notes/programs, managing game-day statistic responsibilities, overseeing the athletic department's social media outlets and supervising web video production. This position reports to the Head Field Hockey Coach.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.)*

- Responsible for following the policies and procedures as defined in the employee handbook.
- Serves as a Campus Security Authority.

### **Assistant Field Hockey Coach**

- Assists in recruiting qualified student athletes; including tours and scheduling overnight visits.
- Assists in organizing and conducting effective training sessions.
- Scouts and prepares student athletes for opponents through live and film scouting.
- Responsible for managing inventory of all equipment and uniforms.
- Attends recruiting tournaments throughout the summer.

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- Reviews and upholds all NCAA, United East Conference, and SMCM rules, regulations and policies.
- Assists in the preparation of alumni events and programs.
- Assists in the coordination of team travel, housing and meals for away game events.
- Demonstrates a high level of leadership, sportsmanship, and personal and ethical conduct becoming of a public honors college, the United East Conference, the NCAA and the appropriate professional coaching association.
- Reviews annually the NCAA, United East Conference, and sport rules.
- Attends all required United East Conference and SMCM coaches meetings.
- Communicates and cooperates with the training staff regarding athlete medical clearance, injury prevention, rehabilitation and the status of injured athletes.
- Communicates and cooperates with the Director of Athletic Communications regarding the promotion of the team and individuals.
- Communicates, cooperates and assists the athletic and institutional staff with the daily management of the sport program.

#### **Assistant Athletic Communications Director**

- Oversees/mentors student staff.
- Responsible for home events sports information management – coordinates statistics gathering, supervises student workers, distributes results to coaching staffs of participating teams, handles post-event duties in office.
- Writes and distributes press releases to support and promotes the activities of 23 men's and women's varsity sports.
- Manages game-day statistics responsibilities – updates statistics files with the Conference and the NCAA and posts to the Web.
- Prepares game notes/programs – writes, edits, designs and produces.
- Submits nominations for Conference and national awards.
- Coordinates photo days for the athletic department and each team (headshots and team photos).
- Supervises Web video production – 1. Video streaming/webcasting of home contests, 2. Shoot interviews for season previews, post-game comments, etc., 3. And action, edit and post.
- Produces end-of-the-year athletic highlight video – gathering team footage for all 19 men's and women's varsity sports as well as coordinating/taking footage for the Senior Waves.

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- Manages social media outlets associated with athletics – Facebook and Twitter – and look at potential of other social media outlets such as Instagram.
- Other video projects as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Education: Bachelor's degree required; master's preferred.
- Experience at the college level preferred.
- Knowledge of NCAA and United East Conference rules and regulations.
- Must possess a valid driver's license.
- Ability to travel and work nights and weekend required.
- Ability to lift approximately thirty (30) pounds.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.