

**TITLE:** Volleyball Assistant Coach

**DEPARTMENT/DIVISION:** Athletics

**REPORTS TO:** Head Volleyball Coach

**CLASSIFICATION:** Professional (Part-time, 12 months, exempt)

**SALARY:** \$7,725.00 annually, health/dental benefits and room and board included

## **POSITION SUMMARY**

This position shares the responsibility of teaching the skills, fundamentals, and principles of Volleyball. Teaching responsibilities include instruction of conditioning, nutrition, physical health, individual skill development, team concepts and safety. The Assistant Coach administers all aspects of the sports program under the direct supervision of the Head Coach and Director of Athletics. Coaching duties require professionalism and integrity and will include but are not limited to the following: the recruitment, retention and graduation of talented high character student athletes, administration of all aspects of in-season and off-season competitive preparation and training of the sports team, academic monitoring and mentoring of student athletes in the sports program, fundraising as needed, and involvement in community activities.

## **SEMINOLE STATE COLLEGE MISSION AND VALUES**

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Teaches the skills, fundamentals, and principles related to volleyball, which include individual skill development, team concepts, safety, conditioning, nutrition, and physical health.
- Assists in maintaining a code of discipline and behavior that agrees with SSC policy and SSC Volleyball Policy, so students are informed as to their responsibilities to be a successful student.
- Communicates and cooperates with the student-athlete's Academic Advisor, Financial Assistance, and Business offices in a timely and professional manner to ensure that student-athletes are maintaining academic progress toward graduation.
- Contributes to sport facility upkeep and improvements as needed and directed. As applicable, will be responsible for field/court maintenance and management of facilities owned or leased by SSC.
- Follows all departmental and college procedures in a timely, ethical, conscientious, and professional manner.
- Officially takes stats and uploads results in a timely manner.
- Contributes all requested data and online entries to the SSC and NJCAA Athletic Websites (Presto) in a timely, ethical, conscientious, and professional manner; adhering to the deadlines set in place by the NJCAA.
- Adheres to NJCAA, Region II and OCAC by-laws as well as the NJCAA Code of Ethics.
- Supervises athletes in the residence halls.
- Performs fundraising projects for program as needed and participates in specific community activities.
- Must have or attain in a specified timeframe, a Commercial Driver's License (CDL) with Airbrakes and Passenger endorsements. Utilizes campus vehicles in a defensive, safety conscious manner, while following all state statutes and college motor pool procedures.

- Transports team in college owned vehicles to games, scrimmages, and team activities as needed.
- Other duties as assigned by supervisor.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Demonstrate experience of, or willingness in, working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
- Live in SSC residential housing and perform the duties of a staff Resident Assistant reporting to the Director of Residence Life and Student Activities, to include student check-in/check-out, room checks, and code of conduct violations. Varying shift work will be required. A Staff RA job description will be provided.
- Performs other functions as necessary or as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- A. Minimum of 60 hours toward a Bachelors preferred. Previous coaching experience at the college or high school level, or by demonstrating knowledge through college varsity participation.
- B. **Skills:** General knowledge and familiarity of computers; ability to learn various software programs to support the functions of the position.
- C. **Abilities:** Evenings and weekends are required. Individuals must possess the knowledge, skills, and abilities listed or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodations, by using some other combination of skills and abilities.

Applications will be accepted until the position is filled; however, **only candidates whose applications are received by April 16, 2024 are assured of receiving full consideration.** Annual salary is \$7,725.00. Benefits include group health and dental insurance, and room and board. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply, please attach letter of application, resume, copies of all academic transcripts, and three current names and phone numbers of professional references.

**Seminole State College**  
**ATTN: Human Resources**  
**P.O. Box 351**  
**Seminole, OK 74818**

**Email all documents to: [HR@sscok.edu](mailto:HR@sscok.edu)**

**or**

*SSC in an EEO employer committed to multicultural diversity.  
SSC participates in E-verify.*

**Posted April 2, 2024**