

## Position Description - Unclassified

### Position Status:

Position Title		Position Number
Assistant Sport Performance Coach		E99998
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
12 months	July 1, 2023– June 30, 2024	Athletics
Position Type		FLSA
Unclassified		Yes
Reports to		Reports to Position Number
Director of Sports Performance		E99150
Incumbent		University ID #

### Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>This position is housed in the Department of Athletics. The Department of Athletics is responsible for the support of 14 intercollegiate athletic teams participating in Division II of the National Collegiate Athletic Association (NCAA), and a staff of head coaches, assistant coaches, administrative support staff (compliance/academic service, media &amp; external relations, marketing and promotions, event &amp; facility operations, athletic training, sports performance, equipment coordinator), graduate assistants, and student employees. The department is also responsible for managing budgets that support the athletic teams with resources from the General Fund, Incidental Fee, Oregon State Lottery, event income, and fundraising.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>The primary and most important responsibility of a Sports Performance Coach at WOU will be to instruct student-athletes safely and effectively in the Sports Performance Facility and will report to the Director of Sports Performance.</p>

**Position Information and Qualifications:**

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
	<ol style="list-style-type: none"><li>1. Develop, implement, and manage the sports performance programs for assigned sports, as well as assist the Director in the day-to-day operations of the sports performance facility.</li><li>2. Collaborate with Athletic Trainers, Team Physicians and Physical Therapists regarding the rehabilitation progress and return to participation/play planning of injured student-athletes.</li><li>3. Develop and maintain effective working relationships with sport coaches and athletic department personnel.</li><li>4. Responsible for maintenance and upkeep of the Sports Performance training facility so it is a cohesive and safe environment for all sports to use.</li><li>5. Ability to work nights/weekends, occasional holidays, and travel with sports teams.</li><li>6. Other tasks as assigned by the Director of Sports Performance and/or Director of Athletics.</li><li>7. Assist with supervisory responsibility of strength and conditioning interns.</li><li>8. Assistance with communication of strength program organization to prospective student athletes and parents.</li></ol>

**B. Required Qualifications**

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

1. Bachelor’s Degree in Exercise Science or related field
2. A minimum of 2 years in the Collegiate or Professional Sports Performance setting
3. First Aid/CPR certified
4. SCCC (or planning on sitting for SCCC within 1 year of hire), USAW or CSCS certification.

**C. Preferred Qualifications**

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

Master’s Degree in Exercise Science or related field

**D. Knowledge Areas**

List the major areas of knowledge that are required to perform the duties of this position.

Knowledge, understanding and experience in the following areas:

Periodization, basic speed mechanics, implementation of speed mechanics, Olympic weightlifting, basic strength training movements, prehab movements, pre-game/pre-practice dynamic warmups and mobility.

Knowledge of and strict compliance with NCAA regulations and policies of the University.

Collaboration with Athletic Training staff as to the monitoring and rehabilitation of student athletes with injuries.

Knowledge of data collection, interpreting data and designing daily reports for staff.

**Budget Authority:**

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

<input type="checkbox"/>	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$0
<input type="checkbox"/>	Delegated authority to monitor budget	\$0
<input type="checkbox"/>	Limited approval authority for purchase	\$0
<input type="checkbox"/>	Purchase only with higher level approval	\$0

**Supervisory Authority:**

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

<input type="checkbox"/>	Hire	<input type="checkbox"/>	Assign Work
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Transfer	Recommend salary adjustments
Discipline	Approve requests (i.e. leave)
Dismiss	Respond to complaints/grievances
Layoff	Conduct performance assessments
Promote	Give Direction

**Positions Supervised:**

Type	# of Employees	Total FTE
Teaching faculty		
Classified staff		
Unclassified staff		
Student Employees (average per term)		
Other (specify) Interns	3	

**Decision Making Authority:**

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

The assistant sport performance coach will report directly to the Director of Sport Performance. The assistant sport performance coach will have decision-making authority over the teams assigned to them.

**Additional Information:**

List any additional information that would help describe the nature of the position.

**Acknowledgement:**

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

**HR USE ONLY:**

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		