



JOB DESCRIPTION



INFORMATION

Job Title:		EEOC Job Classification	Professionals
		FLSA Classification	Exempt
Department:	Women's Basketball	W/C Classification	9101 – Labor
Reports To:	Athletic Director	Compensation	\$65,000 - \$75,000

SUMMARY

Advance the mission and vision of TMUS by producing the highest attainable levels of excellence in instruction as well as individual and team performance. Develop and improve the technical and physical skills of in each student-athlete. Represents the institution through recruitment of potential student-athletes, interaction with the GSAC office, and colleagues at other institutions.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop, grow, and oversee the Women's Basketball program at TMU.
- Provide a Christian role model for the student/athletes that will be a positive reflection for the testimony of Jesus Christ and The Master's University.
- Coordinate all aspects of the Women's Basketball program to include:
 - Planning and overseeing the practice and conditioning sessions,
 - Planning and managing the program budget,
- Provide a nurturing environment that will aid in the spiritual and academic growth of the student athlete.
- Function as an effective team member, working cooperatively with the various staff of the athletic department and the institution.
- Provide leadership in fundraising activities that will enhance the program.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
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- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- Assign, plan, and oversee the work of the Women's Basketball coaching staff.
- Handle discipline and termination of coaching employees as needed and in accordance with TMUS policy.
- Train employees, verify timecards, and monitor budget.
- Complete employee evaluations and help maintain up to date job descriptions.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience, Master's degree preferred.