# UPPER IOWA UNIVERSITY

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>HEAD WOMEN'S BASKETBALL COACH</th>
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<tr>
<td>Department:</td>
<td>Athletics</td>
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<tr>
<td>Location:</td>
<td>Fayette</td>
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<td>Reports to:</td>
<td>Director of Athletics</td>
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<tr>
<td>Position Type:</td>
<td>[x] Full-time</td>
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<td>FLSA Status:</td>
<td>[x] Exempt</td>
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## GENERAL DESCRIPTION

The Head Women’s Basketball Coach at Upper Iowa University reports to the Director of Athletics and is responsible for planning, directing, and evaluating all aspects and facets of building and maintaining a successful sports program on the NCAA Division II level. Duties include, but not limited to: recruitment of highly skilled and academically qualified student-athletes, monitor academic progress and eligibility, and effectively analyze and teach the fundamentals skills and strategies of the sport. Plan, organize, conduct, and evaluate practices session along with develop, implement, and evaluate game plans and strategies. Serve as a leader, mentor, and role-model to the student-athletes of the program. Prepare competitive team schedule, participate in public relations/media activities, and fundraising initiatives. Oversee team travel coordination and other administrative processes and procedures. Prepare, monitor, and manage team budget. Ability to collaborate with Athletic Department staff members with regards to marketing and promotional initiatives; along with other University, Departmental, NCAA Division II, and conference initiatives. Select, supervise, and evaluate assistant coaches. Ensure compliance with all Department, University, NCAA, and NSIC policies, procedures, and regulations.

## PRIMARY DUTIES AND RESPONSIBILITIES

- Direct and supervise the overall planning and execution of the intercollegiate Women’s Basketball program.
- Promote the philosophy and objectives of the Women’s Basketball program, the intercollegiate athletic department, and University.
- Serve as a leader, mentor, and role model to the student-athletes of the Women’s Basketball program.
- Identify, evaluate, and recruit highly skilled and academically qualified student-athletes.
- Monitor academic progress and eligibility status of team members and implementing action plans and counseling as necessary and in consultation with the Department Senior Staff.
- Effectively analyze and teach the fundamental skills and strategies of the sport of Women’s Basketball.
- Plan, organize, conduct, and evaluate practice sessions.
- Develop, implement, and evaluate game plans, strategies, and in-game adjustments.
- Prepare in coordination with the Director of Athletics the team competitive game schedule.
- Counsel and mentor team members in disciplinary, conduct, and personal matters.
- Participate in public relations activities to include media interviews, press conferences, and public appearances.
- Assist with fundraising initiatives for the sports program and Department of Athletics, in consultation with the Office of Advancement and Department of Athletics.
- Ability to collaborate with Athletic Department staff members with regards to marketing and promotional initiatives; along with other University, Departmental, NCAA Division II, and conference initiatives.
- Oversee the coordination of team travel arrangement and logistics.
- Responsible for individual and staff in adhering to the policies, procedures, and regulations of the University, Department of Athletics, National Collegiate Athletic Association (NCAA), and Northern Sun Intercollegiate Conference (NSIC).
- Coordinate and work with the Office of Admissions in the recruitment of potential student-athletes and campus visits.
- Oversee the management and purchase of team related equipment and uniforms.
- Prepare, monitor, and manage team budget.
- Responsible for all administrative processes and procedures as it relates to the Women’s Basketball program.
- Select, direct, supervise, and evaluate assistant coaches.
- Ability to handle multiple tasks simultaneously.
- Ability to operate computer and associated software.
- Attend monthly Head Coaches meetings and disseminate information to assistant coaches as necessary.
- Observe and evaluate the entire sports program and make recommendations to the Director of Athletics.
- Perform any and all duties as may be required or assigned by the Director of Athletics.

KEY COMPETENCIES

- Knowledge and understanding of Women’s Basketball at the NCAA Division II level and within the Northern Sun Intercollegiate Conference preferred.
- Ability to work with diverse groups and individuals.
- Knowledge and understanding of the complexity of recruiting intercollegiate student-athletes.
- Comprehension of the “X’s & O’s” and skill sets for Women’s Basketball at the collegiate level.
- Strong verbal, non-verbal, and written communication skills.
- Experience with technology as it relates to recruiting platforms, scouting, and player development.
- Ability to motivate student-athletes to be success in a variety of settings and environments.

MINIMUM REQUIREMENTS

- Bachelors degree required; Master degree preferred.
- Minimum of three (3) years experience in coaching or playing at the collegiate or professional level.
- Strong commitment to the concept of a student-centered, positive student-athlete Experience.
- Knowledge of the game of women’s intercollegiate basketball including techniques, strategies, and rules.
- Knowledge of NCAA rules.

ENVIRONMENTAL WORKING CONDITIONS
- Periods of prolonged standing.
- Raising, lowering, and/or lifting objects from one level to another of under 40 lbs.
- Physical ability to demonstrate skills and techniques associated with the game of Women’s Basketball.
- Potential exposure to loud noise (i.e., music, crowds, etc.)

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<th>Reviewed By:</th>
<th>Name</th>
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<td>Approved By:</td>
<td>Name</td>
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<td></td>
<td>David Miller</td>
<td>Director of Athletics</td>
<td>11/4/2015</td>
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