



# Assistant Coach

## ~ OPEN POOL~

Department: **Athletics**  
Salary Range: **Salary is negotiable.**  
Recruitment #: **SASC**

**Open applicant pool for the position of assistant coach in the sports of baseball, cross country, men's and women's basketball, football, women's soccer, softball, track and field and volleyball at Western Oregon University. In order to maintain an active status within the Assistant Coach pool, applicants will need to reapply each academic year.**

### **QUALIFICATIONS:**

A bachelor's degree and coaching experience are required. A master's degree and international / collegiate coaching experience are preferred. Candidates must show a commitment to providing a championship experience for student-athletes on and off the field. The successful candidates will show good working knowledge of NCAA Division II by-laws and proven leadership in the successful fulfillment of sport responsibilities including: coaching skills, fiscal management, fund-raising, recruiting, administrative, organizational, strong interpersonal and communication skills, public relations experience and knowledge of field maintenance/preparation. Candidate must be able to work as a team member, be self-directed and be willing to serve as good-will ambassador for Western Oregon University; successful applicants must be of good moral character.

### **ETHICAL RESPONSIBILITIES:**

The employee, as a member of the Intercollegiate Athletic Department, agrees to represent the University in an honorable and ethical manner at all times, to the best of her/his abilities. Standards for ethical conduct for Athletic Department staff are established and enforced by the Athletic Director, the University, the State of Oregon, the State Board of Higher Education, the Great Northwest Athletic Conference, and the NCAA. Western Oregon University is an Affirmative Action, Equal Opportunity institution and, in keeping with the President's diversity initiative, welcomes applications from diverse candidates and candidates who support diversity.

### **KEY CULTURAL COMPETENCIES:**

1. Create an environment that acknowledges, encourages, and celebrates differences.
2. Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
3. Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings, with a willingness to change for continual improvement.
4. Adhere to all of WOU's policies, including the policies of Prohibited Discrimination & Harassment and the Professional Standards of Conduct.

### **DUTIES AND RESPONSIBILITIES:**

In accordance with all NCAA, conference and institutional policies and procedures, the position of assistant coach reports to the designated head coach of the selected sport and is responsible for assisting in all areas of the program. Typical duties and responsibilities include, but are not limited to: coaching and recruiting of student-athletes, practice and contest planning, player skill development, monitoring student-athletes' academic progress, coordinating travel arrangements for team competition, program planning and forecasting, camp development and other related duties as assigned.

### **TO APPLY:**

The following is required and must be submitted to the Human Resources Office:

- 1) [WOU Professional Staff application form](#)
- 2) Cover letter stating which athletic team is desired
- 3) Current resume
- 4) Unofficial transcript for highest degree earned

Submit documents to: SASC Assistant Coach POOL, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; You may also fax your documents to: 503-838-8144 or e-mail as an attached document to [employment@wou.edu](mailto:employment@wou.edu).

**Western Oregon University is an equal opportunity employer  
committed to increasing the diversity of its workforce.**