DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Graduate Assistant-Cross Country/Track & Field Jumps/Multi-Events

DEPARTMENT: Athletics

DATE: August 22, 2016

SUPERVISOR: Head Men’s & Women’s Cross Country/Track & Field Coach

SCHEDULE: Temporary, Part-time, 29 hrs/wk, Flexible Hours

FLSA: Non-exempt

JOB FUNCTION:
To assist the Head Cross Country/Track & Field Coach in all areas of the operations of the men’s and women’s Cross Country and Track & Field Programs. This position will be responsible for coaching team members in the Jumps and or Multi-Events if qualified.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This job description is not to be construed as an exhaustive statement of duties, or responsibility requirements. Employees may be required to perform other job related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 60%</td>
<td>Ongoing</td>
<td>Designing, implementing and supervising daily practices in specific event area/areas in track and field. Assisting head coach with cross country practice in the Fall when needed.</td>
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<tr>
<td>2. 20%</td>
<td>Ongoing</td>
<td>Actively help in the recruiting of prospective student-athletes for the cross country/track and field programs. This may include making/returning phone calls, e-mails, use of the Internet, meeting with on campus recruits, arranging unofficial and official visits, and attending HS and Junior College cross country/track &amp; field meets.</td>
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<tr>
<td>3. 10%</td>
<td>Ongoing</td>
<td>Assist head coach in making travel arrangements for all away competitions. This includes composing trip itinerary and the arrangement of lodging and on and off campus meals. Assistant coaches will also be required to drive vans to and from away competitions and some off campus practices on a regular basis.</td>
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<tr>
<td>4. 5%</td>
<td>Ongoing</td>
<td>Assist the head coach in monitoring the academic progress of all student-athletes on the cross country and track teams. This may include supervising weekly study tables and doing grade checks throughout the academic year.</td>
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<tr>
<td>5. 5%</td>
<td>Ongoing</td>
<td>Assist head coach with inventory, ordering, and taking care of all team equipment and uniforms.</td>
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MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be accepted into and enrolled in one of the graduate programs at Drury University.
2. Must complete the minimum of graduate hours per semester or summer necessary to be classified as a full-time graduate student and be in good standing.
3. Ability to maintain confidentiality.
4. Must have a good driving record and maintain it in order to drive university owned and rental vehicles to and from competition and on recruiting trips.
5. Ability to use a personal computer or laptop and associated software applications such as Microsoft Office Suite including Outlook, Word, Excel, and PowerPoint. Ability to use the Internet and other sources to find and communicate with potential recruits and prospects.
6. Must have a thorough understanding and background as a coach or student-athlete in the horizontal/vertical jumps and or the Multi-Events. 3-4 years of experience as a collegiate student-athlete is preferred, but not necessary.
7. Must have a thorough understanding and background with strength training and conditioning in the specific event/events you will be coaching. Ability to show proper technique and form for all lifts and drills.
8. Must be able to communicate effectively his/her understanding of training and expectations during daily practice and workouts.
9. Must be able to conduct themselves inside and outside of practice in a professional manner consistent with the values of the university.
10. Ability to publicly support all decisions, philosophies, and visions of the head coach.
11. Ability to establish and maintain appropriate, consistent, and fair level of discipline as defined by the head coach.
12. Ability to coach and lead a group of 10 or more student-athletes on a daily basis during workouts and practice.
13. Ability to run practices with the direction of the head coach or in the absence of the head coach.
SUPERVISORY RESPONSIBILITIES:
May assist in supervising student staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Ability to demonstrate proper form on event specific drills, as well as lift up to 50 pounds. Ability to drive vans to and from competitions 30 minutes up to 12 hours away.

WORK CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The work environment is fast paced, with a noise level that is usually moderate to high.

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APPROVED BY HR 3-15-16