



POSITION ANNOUNCEMENT

Job Title: Senior Women's Administrator and Head Coach
Department: Athletics
Reports to: Athletic Director
Shift/Hours: 40 hours per week
Date Prepared: March 15, 2021

SUMMARY:

This position serves as Senior Women's Administrator (SWA) and works in conjunction with the Assistant Athletic Director. Also responsible for all aspects of the Madonna University Women's Basketball program and will be expected to abide by and uphold the regulations of the NAIA and WHAC. Development of a competitive program and organizes and conducts practices, conditioning programs and competitive events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Recruits qualified student-athletes who meet the Universities admission requirements. Works with the Athletic Director in compiling the annual recruitment plan to recruit student-athletes. Meets the established recruitment and roster goals.
2. Instructs individual student-athletes with sound principles and expert skills and prepares for games. Sets season goals and motivates student-athletes using techniques that meet the needs of the students and that are consistent with the Madonna University athletic program philosophy.
3. Schedules compliance sessions for student-athletes prior to the start of your season. Monitors and supports student-athlete's academic development and progress through graduation.
4. Works with athletic trainers to ensure student-athletes receive proper medical and physical training services. Ensures new student-athletes are cleared with athletic trainer and completes physical forms prior to participation.
5. Responds to media requests via the Sports Information Director in a manner that promotes professionalism and the mission of Madonna University.
6. Collaborates with the Athletic Director and Sports Information Director to promote the program. Maintains current roster and communicates any changes or additions.
7. Manages, monitors and complies with the operating budget. Follows University and departmental policies and procedures.
8. Recruits, trains and supervises practices and competitions of assistant coaches. Conducts annual evaluations of all assistant coaches.
9. Directs maintenance of equipment and uniform inventory, issuance, proper care and sanitation, collection, and storage in designated on-campus facilities.
10. Serves as the primary on-site game manager for all intercollegiate athletic programs which includes development of work schedules for assistants, facility set-up, coordination of referees and officials. Assistance with visiting teams and players, coordination of all pre, in game, and post-game activities.
11. In coordination with other University offices, develop and implement educational programs for intercollegiate athletes. Assists in the completion of student-athlete eligibility.
12. Handles all compliance to ensure continued compliance with NAIA and WHAC rules and regulations are followed.
13. Represents the University at admission open houses and other events that involve prospective student-athletes, promotes the team and overall athletics program and Madonna University with team alumni, parents and community members.
14. Other duties as assigned.

QUALIFICATIONS: The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE: Bachelor's degree; three years coaching or playing experience at the collegiate and/or professional level and/or training; or equivalent combination of education and experience. Models integrity, respect, and good sportsmanship at all times and hold assistant coaches and student-athletes accountable for the same behavior.

TO APPLY: Please complete the application on our website at madonna.edu. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.