

HEAD MEN'S AND WOMEN'S CROSS-COUNTRY AND TRACK COACH

JOB SUMMARY/OBJECTIVE

This position will report to the Athletic Director. The Head Coach will be responsible for recruiting and maintaining the appropriate number of student-athletes for their program. The Head Coach is expected to run a competitive program, develop character, and graduate the student-athletes in their program.

RESPONSIBILITIES

1. Recruit and Graduate student athletes.
2. Coach/Teach Athletes (prepare practice schedules and oversee day-to-day activities).
3. Maintain a competitive and successful program.
4. Monitor student-athlete academic work and progress toward a degree.
5. Maintain appropriate roster size through retention and recruiting (Approximate Squad Size of 26).
6. Comply with SCAC/NCAA rules and regulations and support NCAA DIII / SCAC Philosophy and Mission.
7. Schedule contests and plan travel.
8. Oversee the budget (maintain & stay within).
9. Supervise assistant coaches (as needed).
10. Coordinate fundraising with Advancement to promote Ozarks athletics.
11. Manage the work-study program for your sport.
12. Represent the University at SCAC/NCAA meetings and conferences, as necessary.
13. Game-day responsibilities: prepare fields, secure officials, game-day personnel, etc.
14. Assist with other sports game-day activities, as assigned.
15. Promote your program (on campus, in the community, outside the community – speeches to local organizations, player volunteer work, camps, etc.).
16. Attain/Maintain CPR/AED certification.
17. Assist with playoffs (if hosting).
18. Professional Development – annually attend clinics or do other things to better your coaching ability.
19. Represent the University on and off the field in a positive fashion. Maintain appropriate relationships and communicate appropriately with Alumni, SA's, Team, Coaching Staff, Community, and SCAC.
20. Other duties as assigned.

SKILLS AND ABILITIES

- Excellent organizational ability, high level of accuracy, attention to detail.
- Effective communication skills.
- Able to prioritize and manage multiple tasks simultaneously and with minimal supervision.
- Experience working with Microsoft Office Word Pro, Excel, PowerPoint.
- Enjoy working with college students.
- Work evenings and weekends as required.

QUALIFICATIONS

Required: Bachelor's Degree, College coaching experience

Preferred: Master's degree

University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to perform successfully the major duties and responsibilities of the position.

ABOUT UNIVERSITY OF THE OZARKS

Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of teaching and working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs and other campus initiatives. For more information about University of the Ozarks, visit www.ozarks.edu.

APPLICATION PROCEDURES

Review of applications will begin immediately and will continue until the search is completed.

Please send a letter of application; resume and reference information to: humanresources@ozarks.edu