

## HEAD MEN'S AND WOMEN'S TENNIS COACH

### JOB SUMMARY/OBJECTIVE:

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

### DUTIES AND RESPONSIBILITIES:

- Recruit and Graduate student-athletes.
- Coach/Teach Athletes (prepare practice schedules and oversee day-to-day activities).
- Maintain a competitive and successful program.
- Monitor student-athlete academic work and progress toward a degree.
- Maintain appropriate roster size through retention and recruiting (Approximate Squad Size of 24).
- Comply with SCAC/NCAA rules and regulations and support NCAA DIII / SCAC Philosophy and Mission.
- Schedule contests and plan travel.
- Oversee the budget (maintain & stay within).
- Supervise assistant coaches (when applicable).
- Coordinate fundraising with Advancement to promote Ozarks athletics.
- Manage the work-study program for your sport.
- Represent the University at SCAC/NCAA meetings and conferences, as necessary.
- Game-day responsibilities: prepare courts, secure officials, game-day personnel, etc.
- Assist with other sports game-day activities, as assigned.
- Promote your program (on campus, in the community, outside the community – speeches to local organizations, player volunteer work, camps, etc.).
- Attain/Maintain CPR/AED certification.
- Assist with playoffs (if hosting).
- Professional Development – annually attend clinics or do other things to better your coaching ability.
- 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.
- Depending upon the institution's needs, head coaches may be assigned to teach courses as mutually agreed upon between the Athletic Director and the appropriate Division Chair.
- Other duties as assigned.

### SKILLS AND ABILITIES

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

## QUALIFICATIONS:

Required: Bachelor's Degree, Playing and/or coaching experience

Preferred: Master's Degree and coaching at collegiate level

***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 ten of southern region comprehensive baccalaureate institutions by U. S. News & World Report, the 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 a diverse group of approximately 870 students from the United States and abroad on a beautiful campus in Clarksville, Arkansas, located along I-40 approximately 90 miles northwest of Little Rock, nestled between the Arkansas River and the Ozark Mountains. Recent major gifts have enhanced the academic program and other campus initiatives. For more information about the University of the Ozarks, visit [www.ozarks.edu](http://www.ozarks.edu).

## APPLICATION PROCEDURES

Review of applications will begin immediately and will continue until the search is completed. Please send a letter of interest; resume and reference information to: [humanresources@ozarks.edu](mailto:humanresources@ozarks.edu)