

Position Vacancy Announcement

ASSISTANT MEN'S BASKETBALL COACH

Intercollegiate Athletics

Position Summary

Assist the head coach in all phases of the specified sport program including but not limited to, recruiting qualified student athletes, organization of practice and games, scheduling, budget management supervision of academic progress, public relations, and compliance with University, Conference, and NCAA rules.

Essential Duties, Tasks and Responsibilities

- Assist the head coach to plan, develop and promote a highly competitive NCAA Division I program.
- Assist the head coach in organizing and implementing practice and training procedures for the development and improvement of individuals and team skills.
- Successfully identify, select and recruit prospective student athletes who display the athletic and academic talents and ability to successfully compete in the MAC and BGSU.
- Display knowledge and adhere to all rules and regulations, pertaining to the sport as established by the NCAA, MAC, and the University.
- Complete and report in a timely fashion, all Department, University, and Conference administrative information as well as academic, recruiting and financial information.
- Assist in the development and implementation of fund raising activities.
- Attend required department meetings.
- Monitor budget expenditures to assure fiscal responsibility.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Knowledge, Skills and Abilities

- Oral communication skills
- Written communication skills,
- General budgeting and accounting skills,
- Computer skills, ability to use email and internet functions,
- Knowledge of NCAA rules and regulations,
- Ability to handle administrative paper work,
- Ability to work under stressful conditions,
- Ability to make quick decisions
- Ability to relate to individuals from diverse backgrounds

Minimum Qualifications

Minimum Qualifications: Bachelor's degree required, Master's degree preferred. A minimum of 2 years previous coaching experience at the Division I, II, III, NAIA or Junior College level or 3-5 years head high school coaching experience required. Must have and maintain a valid driver's license and be insurable with the University's Office of Risk Management. Official transcripts and letters of recommendation will be required of final candidates.

Salary

Full-time administrative staff position. Salary is commensurate with education and experience. Full benefit package available.

To Apply

Submit cover letter w/email address, resume, and contact information of 3 professional references by email to ohr@bgsu.edu or regular mail to:

Office of Human Resources (L-61444)
100 College Park Office Building
Bowling Green State University
Bowling Green, OH 43403

Review of applications will begin on July 2, 2009 and continue until position is filled.

(Final candidates will be required to submit official transcript(s) and letters of recommendation.)

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/ Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at:

<http://www.bgsu.edu/offices/ohr>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.

We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States.

For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.