

JOB DESCRIPTION:	Assistant Coach - Track-Field		
DEPARTMENT:	Athletics		
REPORT TO:	Head Track Coach		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#499370	DATE APPROVED:	19-JAN-2023
		DATE MODIFIED:	5-JUN-2025

SUMMARY: Under supervision of the Head Coach and Director of Athletics, plan, teach and develop track and field programs to ensure compliance with established guidelines and regulations of the NCAA for college/university sponsored events.

DUTIES:

1. Follow all applicable NCAA, Lone Star Conference and Institutional rules, standards, regulations, and requirements.
2. Recruit domestic and international students.
3. Assist in teaching principles, practices, techniques, methods, and rules of individual events.
4. Assist in managing the budget while developing a business plan of yearly revenues and expenditures.
5. Developing safe and effective training and practice programs for student-athletes.
6. Work in an environment subject to frequent travel with exposure to varying climatic conditions
7. Performs other duties assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree (Master's and Bilingual Preferred) with 5 years high school coaching experience or 2 years of college coaching experience (graduate assistant counts) required.
2. **Job Knowledge:** Ability to gather data, compile information, and prepare reports. Ability to make administrative/ procedural decisions and judgements. Organizing and coordinating skills. Ability to use independent judgement and to manage and impart confidential information. Ability to develop and deliver presentations. Ability to work effectively with diverse populations. Skill in examining current operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Ability to plan, assess, and evaluate programs. Program planning and implementation skills. Knowledge of student recruitment and retention issues. Ability to develop, plan, and implement short and long-range goals. Skill in the configuration and use of computerized database programs. Ability to provide leadership and guidance to administrative support staff and/or students. Poses the ability to communicate effectively with students, faculty, and staff. Knowledge of basic program content. Knowledge of rules governing residency in New Mexico for tuition purposes.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office, indoor, and outdoor environments. Requires strenuous physical work; heavy lifting, pushing, or pulling required objects over 50 pounds. Physical work is a primary part (more than 70%) of job. Ability to handle outdoor conditions for a majority of the work time. Ability to work flexible hours to include nights. Required to travel for long periods of time. Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time.

May be required to work additional hours or days depending on circumstances

4. Other requirements:

- a. New Mexico Driver's License withing 90 days of hire date.
- b. Required to complete Defensive Driving Course within 90 days.
- c. First Aid and CPR certification or ability to obtain within 2 months of hire.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)