

JOB DESCRIPTION:	Assistant Football Coach/Recruiter		
DEPARTMENT:	Athletics		
REPORT TO:	Head Football Coach		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#499290	DATE APPROVED:	25-FEB-2022
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Assists the head football coach in planning, developing, and coordinating the football program to ensure compliance with all NCAA and other accrediting association's requirements for college sports.

DUTIES:

1. Assists the head coach with schedules including practice, home, and away competitions to provide participating students appropriate training and academic time for continued program eligibility and personal growth.
2. Recruits prospective athletes through personal visits, telephone interviews, and mail solicitation in accordance with established NCAA requirements and standards.
3. Discusses personal scholastic and athletic goals and objectives with available opportunities and identifies and recommends potential recruits for available financial assistance through scholarships.
4. Monitors academic performance levels of all participating student athletes to ensure compliance with established University and accrediting standards for class attendance and grade performance.
5. Assists with a variety of fundraising events for financial and equipment contributions.
6. Assists the head coach with travel arrangements including meals, lodging, and transportation for athletes in accordance with available funding and budget constraints.
7. Coaches students throughout all games, reviews strategies, strengths, and weaknesses of previous, current, and future performance to promote and encourage personal and/or team improvement.
8. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
9. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree and prior collegiate football experience at the Junior College level or four-year institution with 2 or more years of coaching experience. Master's degree with 3 years of collegiate coaching experience or a total of 6 years of both collegiate playing and coaching experience preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge and application of all NCAA Division II and Lone Star Conference rules, standards, regulations, and requirements. Knowledge of all rules and techniques of specific collegiate sport. Knowledge of available athletic scholarships and their individual requirements and regulations. Knowledge of the principles, practices, techniques, and methods of coaching student athletes. Must be knowledgeable of University policies and procedures. Skill in applying all NCAA Division II and Lone Star Conference rules, standards, regulations, and requirements. Skill in developing safe and effective training and practice programs for student

athletes. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office, athletics environment, continually changing sports venues and gym environment. Requires strenuous physical work, heavy lifting, pushing, or pulling required of objects over 50 pounds. Physical work is a primary part (more than 70%) of job. Must be able to visually and auditorily assess situations to insure health and safety. Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Hours may vary depending on sporting events and needs and includes nights and weekends. 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. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

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)