



JOB DESCRIPTION:	Assistant Football Coach - Travel Coordinator		
DEPARTMENT:	Athletics		
REPORT TO:	Head Football Coach		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#499290	DATE APPROVED:	25-FEB-2022
		DATE MODIFIED:	15-DEC-2025

SUMMARY: This position provides leadership in support of the Head Coach in all facets of the program. The position collaborates with the Head Coach for maintaining a consistently competitive program including instruction, recruiting, retaining student-athletes, individual training, coaching team members, film coordination, as well as other duties assigned by the Head Coach. This position mentors and challenges student-athletes to grow academically and athletically. The assistant coach is required to abide by the rules, policies, regulations, and compliance stands established by Western New Mexico University's written mission and vision statement, the NCAA (National Collegiate Athletics Association) and the LSC (Lone Star Conference).

DUTIES:

1. Provides leadership in collaboration with the head coach and sport administrator for the program and athletic department.
2. In partnership with the Head Coach, successfully recruits and graduates' quality student-athletes of high moral character and integrity.
3. Provides fundraising efforts aimed to support the Athletic Department as well as the program as assigned by the head coach and the Athletic Department.
4. Partners with the head coach to run/manage camps, leagues and community outreach activities and events.
5. With head coach supervision, prepare and provide oversight of the program's scholarship, supply, and travel budgets.
6. In partnership with the head coach and with appropriate budget approvals, schedules of games, team travel, meal planning, and accommodations.
7. Manages logistics for team travel, including flights, hotels, ground transport, meals, and itineraries for players and staff.
8. Maintains responsibility for a variety of administrative support duties as assigned by the head coach in areas that reflect the strengths and expertise of the candidate.
9. Participates in extensive travel to games, practices, recruiting, and athletic-related events
10. Attends mandatory coaches and departmental meetings.
11. Complete 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)