

JOB DESCRIPTION:	Assistant Football Offensive Coordinator		
DEPARTMENT:	Athletics		
REPORT TO:	Head Football Coach		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR	#499270	DATE APPROVED:	11-FEB-2022
CLASSIFICATION:		DATE MODIFIED:	11-JUN-2025

SUMMARY: Assists the Head Coach in recruiting quality student athletes, and instructs student athletes in skill development. Promotes and manages all aspects of a Division II intercollegiate football team in compliance with the NCAA, Lone Star Conference, institutional rules and regulations.

DUTIES:

1. Assists to plan and develop the Football program to ensure compliance with established guidelines and regulations for college university accredited events.
2. Assists to establish and implement specific program objectives for the Football program. Assists to plan, organize schedule and conduct practice sessions including a pre-season conditioning program, home and away competitions to provide participating students appropriate training and academic time for continued program eligibility and personal growth.
3. Promotes and manages all aspects of a Division II intercollegiate Football team in compliance with the NCAA, Lone Star Conference, institutional rules and regulations.
4. Recruits prospective athletes through personal visits, telephone interviews and mail solicitation in accordance with established NCAA requirements and standards. Discusses personal scholastic and athletic goals/objectives with available opportunities as the University. Coordinates/ schedules site visits for prospective recruits, parents and other interested parties.
5. Monitors academic performance levels of all participating student athletes to ensure compliance with established University and accrediting standards for class attendance and graduation performance.
6. Plans, develops and implements a variety of fundraising events for financial/equipment contributions.
7. Works cooperatively with other conference schools for development of intercollegiate events. Arranges travel requirements including meals, lodging and transportation for athletes in accordance with available funding/budget constraints.
8. Coaches students throughout all games, review strategies, strengths and weaknesses of previous, current and future performance to promote and encourage personal and/or team improvement.
9. Drives bus during softball trips.
10. Assists to organize and supervise athletic personnel at all home contests during the winter and spring sport seasons, including set up, clean up and assigning game time personnel.
11. Completes and maintains a variety of records and reports of achievements and activities.
12. Provides information and/or statistics to the University's media as well as other local/regional media (i.e. radio, print and television) to promote awareness of Western New Mexico University's athletic programs, students and environment.
13. 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.
14. 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, recreation classroom, field, and gym environments. 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. Ability to handle outdoor conditions for a majority of the work of time. Ability to move around campus including gym, turf, fields, etc. Ability to work flexible hours to include nights, weekends and holidays. Required to travel for long periods of time. Must be able to stoop, bend, squat, sit on floor and ambulate over uneven floor surfaces including stairs and steps. Must be able to visually and auditory assess situations to insure health and safety. 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. 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)