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| <b>JOB DESCRIPTION:</b>        | Assistant Golf Coach/ Recruiter |                       |             |
| <b>DEPARTMENT:</b>             | Athletics                       |                       |             |
| <b>REPORT TO:</b>              | Head Golf Coach                 |                       |             |
| <b>EEO CLASSIFICATION:</b>     | Professional                    | <b>FLSA STATUS:</b>   | Exempt      |
| <b>CUPA HR CLASSIFICATION:</b> | #499410                         | <b>DATE APPROVED:</b> | 06-APR-2023 |
|                                |                                 | <b>DATE MODIFIED:</b> | 11-JUN-2025 |

**SUMMARY:** Assists the Head Coach in recruiting quality student athletes and instructs student athletes in skill development.

**DUTIES:**

1. Assists in the planning and development of the Golf program to ensure compliance with established guidelines and regulations for university accredited events.
2. Assists in establishing and implementing specific program objectives for the Golf program. Assists in the planning, scheduling, and conducting 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 golf 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 at 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, 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, reviews strategies, strengths, and weaknesses of previous, current, and future performance to promote and encourage personal development when needed and/or team improvement.
9. Drives bus during golf trips.
10. Assists in organizing and supervising athletic personnel at all home contests including set up, clean up, and assigning game time personnel.
11. Completes and maintains a variety of records and reports achievements and activities.
12. Provides information/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 golf experience at the Junior College or four-year institution level required with 2 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 up to 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 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 auditorily 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.

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Employee Signature

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Date

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Employee Name (Printed)