

JOB DESCRIPTION:	Tennis Head Coach		
DEPARTMENT:	Athletics		
REPORT TO:	Executive Director – Athletics		
EEO CLASSIFICATION:	Processional	FLSA STATUS:	Exempt
CUPA HR	498710	DATE APPROVED:	11-FEB-2022
CLASSIFICATION:		DATE MODIFIED:	20-MAR-2025

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

DUTIES:

1. Plans and develops the Tennis program to ensure compliance with established guidelines and regulations for University accredited events.
2. Develops and implements schedules including practice, home, and away competitions to provide participating students appropriate training and academic time for continued program eligibility and personal growth.
3. Recruits prospective athletes through personal visits, telephone interviews, and mail solicitation in accordance with established NCAA requirements and standards.
4. Discusses personal scholastic and athletic goals and objectives with available opportunities and identifies and recommends potential recruits for available financial assistance through scholarships.
5. Monitors academic performance levels of all participating student athletes to ensure compliance with established University and accrediting standards for class attendance and grade performance.
6. Plans, develops, and implements a variety of fund-raising events for financial and equipment contributions.
7. Works cooperatively with other conference schools for development of intercollegiate events.
8. Arranges travel requirements including meals, lodging, and transportation for athletes in accordance with available funding and budget constraints.
9. 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.
10. Provides information and statistics to the University's media as well as other local and regional media to promote awareness of Western New Mexico University's athletic programs, students, and environment.
11. Prepares purchase requisitions and bid requests and monitors operating budget.
12. 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.
13. Performs other duties as assigned.

EQUIREMENTS:

1. **Education /Background:** Master's degree with five years of college coordinating and/or 3 years of head coaching experience preferred. Bachelor's degree in related field required. A total of 10

years at the collegiate level experience is required. 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.
1. **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 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. Hearing ability for verbal communication/conversation/responses via telephone, telephone systems, and face-to-face interactions. Must have the capabilities for standing, reaching, flexibility, body movement for bending, crouching, walking, kneeling and prolonged sitting. May be required to work additional hours or days depending on circumstances.
3. **Other requirements:**
 - a. First Aid and CPR certification or ability to obtain within 2 months of hire.
 - b. New Mexico Driver's License
 - c. Must pass a Defensive Driving Course within 2 months of hire date.

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)