



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Wallace Drive Campus

Created on: 3/3/2025
Revised on: 3/3/2025

Job Title	Salary Schedule	Grade	Job No.
Women's Assistant Basketball Coach	Local		SS8795
Reports To	FLSA Status	Grant Funded	Tenure Track
Athletic Director	Non Exempt	No	No

JOB SUMMARY: The person in this position will assist the head coach in recruiting athletes and coaching the women's basketball team. The job requires organizational, coaching, and public relations skills necessary to assist in fielding a competitive intercollegiate basketball team for women.

QUALIFICATIONS:

- ◆ Demonstrated knowledge of basketball **required**
- ◆ Bachelor's Degree *preferred*
- ◆ Collegiate experience as a basketball player *preferred*
- ◆ Prior experience in coaching basketball in an intercollegiate setting *preferred*
- ◆ Experience with Microsoft 365 *preferred*
- ◆ Excellent public relations skills *preferred*
- ◆ CPR/AED trained required within four (4) weeks of employment

DUTIES:

- ◆ Coach intercollegiate women's basketball team under the supervision of the head coach
- ◆ Recruit academically/athletically qualified athletes under the supervision of the head coach
- ◆ Conduct academic follow-up activities for student athletes
- ◆ Maintain records and submit reports as required
- ◆ Assist with fundraising and community service projects
- ◆ Represent the College in a professional manner while recruiting or in public forums
- ◆ Keep abreast of changes in coaching methods and technology
- ◆ Attend required Gadsden State meetings and workshops
- ◆ Conduct all duties in compliance with ACCC and NJCAA rules and regulations
- ◆ Comply with policies and procedures of the State Board of Education, the Department of Post-Secondary Education, Gadsden State Community College and laws of the State of Alabama
- ◆ Commitment to the teaching-learning process of the two-year community college and the open-door admissions process
- ◆ Other duties as assigned

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-

related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ Mobility: Frequent standing, walking, running, bending, and reaching during practices and games. Occasional sitting for administrative tasks
- ◆ Manual Dexterity: Regular use of sports equipment, computers, and office supplies for coaching, recruiting, and record-keeping
- ◆ Lifting: Ability to lift and carry equipment, training gear, and supplies weighing up to 50 pounds
- ◆ Communication: Clear and effective verbal and written communication skills required for coaching, recruiting, and public relations

Work Environment:

- ◆ Setting: Work is performed in a gymnasium, athletic facilities, and office environment. Travel required for recruitment, games, and events
- ◆ Travel: Frequent travel required for games, tournaments, recruiting, and team activities
- ◆ Schedule: Irregular hours, including evenings, weekends, and holidays, depending on practice and game schedules
- ◆ Interaction: Regular interaction with student-athletes, coaching staff, athletic department personnel, and the public

Reviewed by: Jason Gurley, HR Manager

Employee Name:

Employee Signature

Date