



**Assistant Women's Basketball Coach / Sports Information Director / Game Manager**  
Athletics

HPEA/14

**JOB SUMMARY**

This position is responsible for assisting in coaching the college's women's basketball program, directing the Athletic Programs public relation and publicity functions, and serving as game manager at athletic events.

**MAJOR DUTIES**

- Assists in coaching the women's basketball team.
- Recruits student athletes.
- Assists with strength and conditioning training.
- Assists with Academic supervision of student athletes.
- Generates press releases; takes photographs of programs and events; coordinates press interviews; updates the Athletics Program website.
- Develops media and tournament guides.
- Serves as game manager at athletic events.
- Schedules and supervises the work of student workers for the information desk and Athletic department.
- Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of National Junior College Athletic Association (NJCAA) and Georgia Collegiate Athletic Association (GCAA) rules and regulations.
- Knowledge of basketball rules and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the coaching and training of student athletes.
- Skill in the analysis of problems and the development and implementation of solutions.
- Knowledge of public relation and marketing principles.
- Skill in the production of press releases and news articles.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS**

The Dean assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES**

Guidelines include NJCAA and GCAA rules and regulations, Board of Regents policies and procedures, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

**COMPLEXITY/SCOPE OF WORK**

- The work consists of varied coaching and public relations duties. The variety of tasks to be overseen contributes to the complexity of the position.

- The purpose of this position is to assist in coaching the college's women's basketball program, handle public relations duties, and serve as game manager. Success in this position results in the successful provision of programming to Darton State College students.

#### **CONTACTS**

- Contacts are typically with co-workers, other college personnel, students, coaches from other colleges, game officials, student athletes, vendors, customers, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office, gymnasium and outdoors, occasionally in cold or inclement weather.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position supervises assigned student workers.

#### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.