



**USF Job Class Description**  
JOB CODE: 9612  
JOB TITLE: Assistant Coach –  
Football/Basketball  
JOB FUNCTION: Athletics  
PAY PLAN: Administration  
CAREER BAND: G  
FLSA: Exempt  
REVISED: 1/13/2021

**Job Title: Assistant Coach – Football or Basketball**

**Job Summary**

An Assistant Football Coach or Assistant Basketball Coach is responsible for supporting the Head Coach by coaching student athletes, recruiting, monitoring student athlete academic progress, scheduling, managing travel and scholarships and overseeing the discipline, conduct, and image of the student athlete. This classification is applicable for the major revenue sports of football and men’s and women’s basketball.

**Nature of Work**

This position reports to the Head Football Coach or Head Basketball Coach. This is a professional coaching position and all of the duties of the position must be conducted in adherence with the policies, rules, and regulations of affiliated national, regional, and state intercollegiate athletic associations, the Big East Conference and the University.

**Examples of Duties**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this class.

- Recruit quality prospective student-athletes and ensure timely submission of their academic records for admissions. Participate in recruitment and designation of scholarship athletes.
- Plan coaching and practice sessions in accordance with NCAA and Conference regulations.
- Coach team members individually and in groups; and demonstrate game techniques. May manage a designated skill development area or group of positions (offense, defense, linebackers, quarterbacks, receivers, etc.)
- Develop and recommend game strategy and position assignments.
- Monitor the purchase of uniforms, equipment and supplies, including accountability for expense control and administration of the sport’s budget.
- Coordinate with the Athletic Business Office the planning of recruiting and team travel.
- Participate in the selection and fitting of team equipment.
- Promote the athletic program and specific sport through community events, public speaking, fundraising, and marketing.
- Ensure adherence to all Association, Conference, and University rules by athletes and supporting staff.

- Monitor academic progress and status of team members, implementing action plans through appropriate staff when needed.
- Monitor and maintain the discipline and conduct of student athletes to support the image and reputation of the athletics program.

### **Minimum Qualification Requirements**

This position requires a Bachelor's degree from an accredited university in an appropriate area of specialization, and one year of coaching experience at the high school level or above. Successful experience as a graduate student, intern, or Quality Control Analyst is acceptable for up to one year of the required experience. Additional education and/or experience may be required for certain sports, or for strength and conditioning coaches. Related coaching experience at the professional level can be substituted for the degree requirements.