



USF Job Class Description

JOB CODE: 9611

JOB TITLE: Assistant Head Football Coach

PAY PLAN: 21

CAREER BAND: G

FLSA: Exempt

CBU: 29

Effective 04/20/2007

Job Title: Assistant Head Football Coach

Job Summary

The Assistant Head Football Coach is responsible for supporting the Head Football 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 for USF's NCAA Division I intercollegiate football program.

Nature of Work

This position reports to the Head Football 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. This work may include coaching in outside areas, hot and cold weather, and exposure to elements such as rain, snow, dirt, fumes, and loud noises. The duties require moderate to active physical activity, handling of weights and objects weighing 25 to 50 pounds, and standing or walking more than four hours per day.

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 job 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 sports 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 or intern in an appropriate area of specialization 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.