

Assistant Coach, Men's & Women's Tennis (FT)

Summary: Queens University of Charlotte, an NCAA Division II affiliate is seeking qualified candidates for the position of Assistant Coach, Men's & Women's Tennis. This is a full-time, benefits-eligible 12-month position that reports to the Head Coach, Men's & Women's Tennis. *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay or compensatory time off for additional hours worked.*

Essential Duties and Responsibilities include:

- Adhere to the highest standards of student-athlete welfare.
- Assist head coach in developing coaching techniques, overall team, and individual player strategies.
- Assist student athletes with individual performance and provide leadership/direction for improvements.
- Adhere to all NCAA rules and regulations for the sport.
- Coordinate activities for home and away matches including travel plan, inventory, or equipment, etc.
- Assist with recruiting and scouting within NCAA regulations and Queens' academic admissions standards, including develop database, call potential recruits, plan, and organize recruiting trips, and accurately and timely complete all paperwork associated with those efforts.
- Oversee student athlete weight room training, in coordination with Strength & Conditioning coaches.
- Provide informal support to student athletes in academic and personal matters.
- Support staff in event operations on a regular basis.
- Participate in fundraising and public relations activities.
- Participate in summer sport camps.
- Must be able and willing to regularly work evenings and weekends to achieve objectives of the position.

Non-Essential Duties

- Other duties and special projects may be assigned to meet department or university needs.

Experience, Knowledge and Skills Required

- Collegiate Tennis and/or coaching experience and ability to transfer the knowledge and skills gained to student athletes.
- Successful, proven experience with recruiting and scouting.
- Knowledge of conference and NCAA rules and regulations.
- Strong written and oral communication, interpersonal and leadership skills.
- Proven track record of consistently modeling positive behaviors at all times.

- Strong follow-up and follow-through skills as well as ability to plan, organize and control projects through to completion.
- Proven ability to handle and maintain confidential information; familiarity with FERPA a plus.
- Valid, unrestricted U.S. driver's license, or ability to attain same by hire date.
- Bachelor's degree or the equivalent in experience and education.
- Diverse candidates are STRONGLY encouraged to apply.

Application Process

Qualified candidates should submit the documentation listed below via email to **hr@queens.edu** in (.doc) or (.pdf) format. Incomplete applications will not be considered. Queens will continue to accept applications until the position is filled.

Include the following:

1. A cover letter addressing the position qualifications and experience
2. Current CV or résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include "AC-MLAX" and **YOUR NAME** in your email Subject Line.

(Example: AC-TEN Shawn Mullin)

Applications received by August 5, 2021, will receive first consideration. Queens will continue to accept applications until the position is filled.

This position is considered a Responsible Employee for purposes of the university's Sexual Misconduct Policy. As such, this position is required to report any incident of sexual misconduct or interpersonal violence to the university's Title IX Coordinator when made aware of such.

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-

paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

Physical Requirements (*with or without reasonable accommodation*)

- *Visual Abilities:* Read reports, create presentations, and use a computer system.
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students.
- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems.
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- *Lifting, Pulling, Pushing:* Exert up to 30 pounds for force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Work Conditions

- Must be willing and able to work a flexible schedule to meet requirements of the position, including early mornings, nights, and weekends.
- Must be willing and able to travel (by car, bus, air, or other modes as appropriate; overnight stays) with the team to coach the team at away games, as well as travel to achieve recruiting goals.
- Work in office environment and outdoors, involving contact with faculty, staff, students, parents, service providers and vendors.
- Work has deadlines, multiple interruptions, high volume and may be stressful at times.

This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.