JOB DESCRIPTION: Head Women’s Basketball Coach

Position Summary: The Head Women’s Basketball Coach is responsible for all aspects of the NCAA Division II women’s basketball program including, but not limited to, recruitment, scheduling of games and team activities; skill & strength training and conditioning; academic success; program budget; and fundraising. This is a full-time position.

Accountability: Head coaches report to Chad Porter, Director of Intercollegiate Athletics.

Qualifications: Bachelor’s degree required, master’s degree preferred. A strong commitment to the student-athlete concept and a working knowledge of NCAA Division II rules and regulations is required. Three to five years of coaching experience at the college level is preferred. Strong leadership, communication, coaching and recruiting skills are required. Preference will be given to candidates who are active members of a Church of Christ congregation.

Essential Functions: The Head Women’s Basketball Coach will direct every aspect of this NCAA, Division II athletic program. That direction will include at least the following:

- Maintain a competitive roster of student-athletes that have a strong desire to win and who fully understand the mission and purpose of Ohio Valley University.
- Direct the strength, conditioning, and skill training of the student-athletes in the program;
- Plan and coordinate effective team practices in preparation for the program’s competitions;
- Schedule an acceptable number of athletic contests each season as outlined by NCAA and Great Midwest Athletic Conference;
- Team travel planning;
- Serve as game coach for each contest;
- Coordinate fundraising activities to support the program financially;
- Manage the program’s budget in cooperation with the OVU Business Office;
- Effectively manage coaching and support staff;
- Represent Ohio Valley University and the Women’s Basketball program in a professional manner consistent with the mission of Ohio Valley University

Authority:

This person will work closely with the Director of Athletics to ensure success in all essential functions of the position.

Knowledge/Skills/Abilities:

- Ability to recruit, inspire, mentor, coach and teach highly talented student-athletes.
- Ability to adhere to all policies, rules and regulations of the University, Great Midwest Athletic Conference and the NCAA.
• Ability to hire and supervise qualified assistants and student workers.

• Ability to market and promote Ohio Valley University Women’s Basketball.

• A proven record in following directives and taking responsibility for tasks which have been assigned.

• Ability to handle multiple tasks in a fast-paced environment as needed.

• Ability to attend seminars, meetings and other professional development opportunities at or away from Ohio Valley University.

• Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.

• Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

• Knowledge of management methods and ability to provide administrative guidance within the area of responsibility and provide direct training and supervision as needed.

• Ability to apply budgeting and fiscal planning techniques within financial constraints.

• Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

• Ability to communicate effectively – orally, by phone, in person, and in writing.

• Ability to represent the department and University in a friendly, courteous and professional manner.

• Ability to respond to emergency situations in a timely manner.

• Ability to use a personal computer and other office equipment.

• A strong identification with and support of Ohio Valley University’s goals and mission.

• Ability to raise funds and communicate the successes, giving opportunities and core values of the athletic program to potential donors and current supporters of OVU athletics.

Education and Training:
• A four year degree is required.

• A master’s degree is preferred.

**Work Conditions:**

• The position requires 40 hours/week (full-time).

• Additional hours may be required as well as nights and weekends.

• Additional duties may be assigned by the Director of Athletics.

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**To Apply:** All interested parties should submit a resume to: chad.porter@ovu.edu

The review of applications will begin immediately and the position will remain open until filled.

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*Please note that Ohio Valley University is affiliated with churches of Christ, and, as allowed under federal law, demonstrates a strong preference for candidates with the same church affiliation and upholds the foundational tenets of its religious heritage in hiring practices.*