

UNIVERSITY OF NORTHERN IOWA

POSITION ANNOUNCEMENT

POSITION TITLE: Head Diving/Assistant Women's Swimming Coach

DEPARTMENT: Intercollegiate Athletics

APPOINTMENT TYPE: 12 Month, Contract

PRIMARY FUNCTION: Assists head swimming coach with team practice sessions, meet competitions, recruiting activities and with camps and clinics; and trains team members in appropriate fundamentals and techniques with a specialization in diving instruction.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Assists head swimming coach with coaching duties during practice sessions and competitions; assesses performance to determine need for individual and team improvement; instructs team members individually or in groups; provides instruction in appropriate fundamentals and techniques in preparation for athletic competition; oversees practice sessions providing instruction in areas of difficulty as needed; and performs related duties as required.
2. Assists head swimming coach in recruiting areas as assigned; initiates and responds to inquiries concerning the University's swimming and diving program; visits and observes athletic prospects; encourages on-campus visitations by athletes; interviews student "walk-on" athletes; arranges visits with appropriate faculty advisor; and assists with coordination of administration processing, housing, financial aid, etc. for incoming student athletes.
3. Travels with team on away contests; aids with team travel and lodging arrangements; assists with preparation of required requisitions for team and coach, staff transportation, lodging, meals, travel advance, etc.; prepares and submits appropriate absence report; ensures proper preparation of travel expense report, submission of reports, return of cash advance, etc.
4. Assists in the planning, development, promotion, instruction, supervision and staging of swimming and diving camps and clinics; coordinates staffing, hiring, and procurement of appropriate facilities and services for camps; and distributes promotional and instructional camp materials to potential campers, coaches, and staff.
5. Counsels team members relative to academic progress; checks conditions of concern to athletes (i.e., class schedule, course requirement, grades, etc.); arranges for referral of student athletes for assistance (i.e., Academic Advising Office, Study Table, Counseling Center, Health Center, Learning Skills Center, etc.); and provides like assistance to athletic team members as needed.

NECESSARY QUALIFICATIONS: Bachelor's degree plus at least one year of college athletic swimming experience required. Experience as a coach or athlete will be considered.

APPLICATION PROCESS: Application materials received by June 5, 2009 will be given first consideration. Additional information provided upon request (319) 273-3424. Send cover letter, resume, and names, addresses, and telephone numbers of three references to: Head Diving/Assistant Women's Swimming Coach Search Chair, Human Resources, 027 Gilchrist, UNI, Cedar Falls, Iowa 50614-0034. Fax (319) 273-2927. Email: HRS-Applications@uni.edu URL: www.uni.edu UNI is a smoke free campus.