



POSITION DESCRIPTION **North Dakota University System**

PART A - Identification, Duties/Responsibilities, and Task Inventory

(#s 1-12a must match HRMS or left blank and include a Position Request/Change form)

1. Name of Employee:		1a. EmplID #:	
2. Position #: 00016161	2a. Dept. ID #: 1040	2b. Current or Recommended Salary: \$40,000	
3. Band #/Title: 2150: Coach		3a. Job Family #/Title: 2150: Coach	
4. Functional Title: Assistant Coach – Men’s Basketball			
5. Please check all that apply			
5a. Type of position:	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time	IF Part-Time, FTE Percentage: _____%	
5b. Length of Position:	<input type="checkbox"/> 9 month <input type="checkbox"/> 10 month <input type="checkbox"/> 11 month <input checked="" type="checkbox"/> 12 month	<input type="checkbox"/> Other Month _____	
6. Institution: University of North Dakota		7. Division:	
8. Department: ATHLETIC TOTAL		9. Unit: Men’s Basketball	
10. Work Mailing Address: 2751 2 ND AVE N, GRAND FORKS, ND 58202-9013		11. Work Phone: 701-777-0483	
12. Name & Title of Supervisor: Brian Jones, Head Coach		12a. Supervisor Posn # : 00014448	
13. What is the function/mission of your department? The purpose of UND Athletics is to initiate, stimulate and improve the athletics program for student-athletes to promote and develop their education leadership, physical fitness, athletic excellence and provide opportunities for participation in a sport of choice. Its competitive athletics program is designed to be a vital part of the University of North Dakota’s education system by stressing the importance of each student-athlete being an active part of the student body while making satisfactory progress toward a baccalaureate degree.			
14. What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?) Assist the head men’s basketball coach with all aspects of Division I basketball program. Must have a commitment to compliance with all NCAA rules and regulations. Must provide support and encouragement and ensure the safety and well-being of the student-athletes. This position provides comprehensive assistance to the Athletics Department in the area of providing comprehensive instruction to the men’s basketball team. This position will provide instruction to the men’s basketball team that includes teaching proper skills and techniques, teaching basic physical health concepts to include nutritional education, teaching team and individual leadership concepts/skills as well as providing general safety instruction.			
15. Is this position essential during emergencies/closures? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Essential personnel may be required to work during emergencies and closures affecting UND depending on staffing levels required for that particular situation.)			

PART A - 16. Duties/Responsibilities

⇒ **Indicate Essential/Secondary.** The following questions should be taken into consideration in the determination:

- Is the duty/responsibility the reason the job exists?
- Is this a highly specialized task or one that requires special education, training, licensure?

If the answer is yes, the duty is “essential”.

- What is the percentage of time spent on the function?

If the answer indicates a great % of time, the duty is probably “essential”.

- What are the consequences to others or the institution of a failure to perform the function?

If the answer indicates a high level of accountability, the duty is “essential”.

NOTE: See Position Description Instructions and examples.

Duty/Responsibility No. 1	Percent of Time 55%	Statement of duty/responsibility (used for evaluation/review of performance): PROVIDE INSTRUCTION SPECIFIC TO MEN’S BASKETBALL THAT INCLUDES TEACHING PROPER SKILLS AND TECHNIQUES, TEACHING BASIC PHYSICAL HEALTH CONCEPTS (TO INCLUDE NUTRITIONAL EDUCATION), TEACHING TEAM AND INDIVIDUAL LEADERSHIP CONCEPTS/SKILLS AS WELL AS PROVIDING GENERAL SAFETY INSTRUCTION.
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands) <ul style="list-style-type: none"> Design instructional/training in-season/off-season specific to assigned player groups and individuals Teach basic physical health concepts (to include nutritional education) specific to assigned player groups and individuals Provide instruction related to team and leadership concepts/skills specific to assigned player groups and individuals Provide general safety instruction for all activities in which the team and/or individuals participate. Specifically instruct student athletes on safe training and exercise techniques Provide support and encouragement to promote the mental well-being of the student-athletes. Serve as a role model and demonstrate a professional working relationship with student-athletes Assist/run practices under the direction of the head coach Assist strength coach for weight lifting and conditioning practices, as needed Provide support and encouragement and ensure the safety and well-being of the student-athletes. Other duties assigned by head coach. Assisting with all facets of coaching at all UND games and practices Follow all NCAA, conference, UND rules and regulations 		

Duty/Responsibility No. 2	Percent of Time 30%	Statement of duty/responsibility (used for evaluation/review of performance): RECRUIT AND EVALUATE PROSPECTIVE STUDENT ATHLETES/ TEAM TRAVEL / SCOUTING
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands) <ul style="list-style-type: none"> Recruit quality prospective student-athletes for the basketball program Handle day-to-day correspondence, both email and print mail, as assigned Handle weekly telephone calls, as assigned Coordinate official and unofficial campus visits, as assigned Handle documentation for each prospective student athlete in accordance with NCAA and UND Athletics Department compliance protocols/rules Follow all NCAA, conference, UND rules and regulations Assist with team travel and/or scouting as assigned Assisting with statistics at all UND games and practices Other duties as assigned by head coach 		

Duty/Responsibility No. 3	Percent of Time 10%	Statement of duty/responsibility (used for evaluation/review of performance): SOCIAL MEDIA / PUBLIC RELATIONS / FUNDRAISING
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands) <ul style="list-style-type: none"> • Assist with social media for basketball program , when applicable • Develop community support for the program and participate in Athletics department and fundraising activities, as assigned • Serve as a role model and demonstrate a professional working relationship with student-athletes, staff, administration, alumni and general public • Assist with maintaining contact with basketball alumni and boosters, as assigned • Other duties as assigned by head coach • Follow all NCAA, conference and UND rules and regulations 		

Duty/Responsibility No. 4	Percent of Time 5%	Statement of duty/responsibility (used for evaluation/review of performance): ASSIST WITH CAMPS / CLINIC DUTIES
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands) <ul style="list-style-type: none"> • Assist with all aspects of basketball camps/clinics, as assigned • Follow all university hiring procedures, as assigned • Prepare Job Data Hire forms for each camp coach/counselor, monitor/approve all Hourly Reporting forms, if applicable • Other duties as assigned by head coach • Follow all NCAA, conference, UND rules and regulations 		

Duty/Responsibility No.	Percent of Time	Statement of duty/responsibility (used for evaluation/review of performance):
For ADA compliance, see instruction. Responsibility is: <input type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)		

**PART B – Required Experience,
Characteristics and Ability**

1. EDUCATION/KNOWLEDGE REQUIREMENT - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (if you were to recruit today, what qualification would you require?)	
REQUIRED EDUCATION/TRAINING (choose one) <input type="checkbox"/> less than high school diploma <input type="checkbox"/> high school diploma or GED <u>COLLEGE LEVEL</u> (choose one) <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 year <input checked="" type="checkbox"/> 4 year <input type="checkbox"/> Associate's <input type="checkbox"/> Bachelor's <u>GRADUATE LEVEL</u> (choose one) <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> post-graduate	Major field of study or degree emphasis (accounting, economics, etc...) <p align="center">BACHELOR'S DEGREE</p> Specialized subject knowledge (cost accounting, MACRO economics, etc.)
Minimum Qualifications: <ul style="list-style-type: none"> • BACHELOR'S DEGREE • MINIMUM 4 SEASON'S EXPER4IENCE OF PLAYING COLLEGE BASKETBALL IN THE US • MINIMUM OF 3 SEASONS EXPERIENCE IN BALANCEING/IMAGING AN OPERATING BUDGET • EXPERIENCE IN COLLEGIATE COACHING IN US • EXPERIENCE IN INTERNATIONAL RECRUITING • EXPERIENCE IN IMPLEMENTING PLAYER DEVELOPMENT PROGRAMS • EXPERIENCE ORGANIZING TEAM TRAVEL (HOTEL AND MEALS) • EXPERIENCE ORGANIZING SUMMER CAMPS/COACHING CLINICS • EXPERIENCE ORGANIZING SOCIAL MEDIA ACCOUNTS • EXPERIENCE IN OVERSEEING STUDY TABLE SESSIONS • MUST SUCCESSFULLY COMPLETE CRIMINAL HISTORY BACKGROUND CHECK <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Valid Driver's License <input type="checkbox"/> Other License(s) or Certification(s) _____ 	
Preferred Qualifications: <ul style="list-style-type: none"> • MASTER'S DEGREE • EXPERIENCE USING FAST DRAW/FAST SCOUT SOFTWARE • EXPERIENCE USING MICROSOFT OFFICE • EXPERIENCE WITH VIDEO EDITING • EXPERIENCE WITH FUNDRAISING • RECRUITING NETWORK IN EUROPE 	
Competencies required: (i.e. ability to..., demonstrated leadership skills, strong communication skills) <ul style="list-style-type: none"> • EXCELLENT COMPUTER SKILLS (WORD, EXCEL, POWERPOINT) 	
Work safety requirements: <ul style="list-style-type: none"> • Follow safety rules and promote safe behavior • Help identify unsafe working conditions and notify supervisor or Office of Safety • Ensure the safety policies and procedures are being followed • Report incidents and near misses to supervisor or Office of Safety within 24 hours • Complete all required safety and other mandatory training requirements 	
Work habit requirements: <ul style="list-style-type: none"> • Attendance and punctuality consistently maintained; follows correct procedures for notification • Use work time appropriately for work activities; attend meetings promptly • Demonstrate flexibility in scheduling and accepting work assignments • Follow procedures for requesting leave and reporting absences; provide necessary documentation/releases • Remain calm, professional, and collegial in all circumstances 	

2. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING CLASSIFIED POSITIONS		
Position Number	Job Family and Title of Persons Supervised	FTE
	TOTAL	
3. INDIRECT SUPERVISION:		Total number of classified positions indirectly supervised:
Total number of student employees or other non-classified employees indirectly supervised:		15-20

4. HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: N/A
	Precautionary measures taken to avoid those unusual or hazardous working conditions:
	Frequency of occurrence of unusual or hazardous working conditions:

5. This position is classified as: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt (eligible for overtime)		
<u>Executive</u>	<u>Administrative</u>	<u>Professional</u>
<input type="checkbox"/> Meets FLSA Salary Requirements	<input type="checkbox"/> Meets FLSA Salary Requirements	<input checked="" type="checkbox"/> Meets FLSA Salary Requirements
<input type="checkbox"/> Primary duty is management of the enterprise or recognized department/subdivision <input type="checkbox"/> Does the employee have the authority to hire or fire or provide suggestions/recommendations to hire, fire, promote or change status of other employees	<input type="checkbox"/> Primary duty is office/non-manual work related to management policies/general business operations <input type="checkbox"/> Work directly related to academic instruction or training	<input type="checkbox"/> Primary duty is work requiring knowledge of advanced type in science or learning <input type="checkbox"/> Work is original and creative in a field of artistic endeavor <input checked="" type="checkbox"/> Work is teaching in educational institution <input type="checkbox"/> Work requires theoretical/practical application of highly specialized knowledge in computer systems analysis, programming and software engineering and employee is employed and engaged in these activities
<input type="checkbox"/> Customarily and regularly directs the work of two or more other employees	<input type="checkbox"/> Customarily and regularly exercises discretion and independent judgment in matters of consequence	<input checked="" type="checkbox"/> Work requires consistent exercise of discretion and judgment

6. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit		X		
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms			X	
Climb or balance		X		
Pulling/Tugging/Twisting		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Lift & carry: up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds		X		
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			
Other (Please Explain):				

My signature below indicates I have read and understand the description of the duties and responsibilities assigned to the position. I also understand that my supervisor and the institution has the right to make changes to duties and work schedule to meet business needs.

Employee's Signature

Date

Supervisor's Signature

Date

PLEASE ATTACH A BLACK AND WHITE ORGANIZATIONAL CHART