

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Assistant Track and Field Coach –  
Sprints/Hurdles

**Department:** Athletics

### **OBU Mission Statement**

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

### **Expectations for all Employees**

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

**Purpose:** The Assistant Track and Field Coach is responsible for assisting with various coaching, management, and administrative duties of the Men's and Women's Track & Field program as assigned by the Head Coach with specific emphasis on sprints and hurdles. The assistant track and field coach is expected to recruit and retain student-athletes that fit the mission of OBU, and organize, mentor, coach, supervise, and care for athletes that make up the OBU track and field teams.

### **Job Role and Responsibilities**

- Care for the needs (athletic, instructional, physical, welfare, emotional, spiritual) of student-athletes.
- Care for other well-populated athletic teams that require additional support, coaching, and/or supervision.
- Evaluate the effectiveness of position specific coaching techniques and be committed to research and implement strategies that will increase productivity utilizing the student athletes we recruit at OBU.
- Analyze performance and instruct athletes in position specific strategies and techniques to prepare them for athletic competition.
- Successfully recruit students who are athletically gifted and possess high academic quality.
- Effectively communicate the benefits of an OBU education and athlete experience to recruits and their parents.
- Report on and supervise CARA.
- Adhere to NCAA, Conference, and University regulations regarding recruiting, admissions standards, and eligibility.
- Demonstrate your faith in all areas of life.
- Encourage the spiritual growth of team members and support staff.
- Exhibit a positive regard for all students, faculty, and staff.

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

- Develop individuals who are dedicated to the pursuit of excellence and exercise discipline in all areas of life.
- Monitor student-athlete academic progress and motivate them to strive towards their potential, ensuring athletes get academic help when needed.

### **Knowledge, Skills, and Abilities Required**

- Competent in exercise physiology, safety, health, athletic development, and strategies relating to endurance events.
- Possess skills in meet management.
- Competent in reporting and supervising CARA.
- Competent in all aspects of meet hosting
- Ability to effectively and professionally communicate with co-workers, students, faculty and administration.
- Excellent problem-solving abilities.
- Able to navigate software applications and online bank portals for expense reporting and credit card maintenance.
- Competent with leading, mentoring and counseling young people.
- Must be able to lift and carry up to 50 pounds.
- Able to drive a 15-passenger van.
- Ability to spend extended periods of time in a non-environmentally controlled environment and/or outdoor elements.
- Able to setup and take down equipment and other items related to meets.
- Possess enough physical mobility to supervise long range workouts and training.
- Possess a valid driver's license and an excellent driving record.
- Proficient with Microsoft Office.

### **Education:**

**Required:** Bachelor's degree.

**Preferred:** Master's degree and/or a Certification in Exercise Physiology.

### **Experience**

#### **Required:**

- Assistant or Head Coach experience at either a high school or college.
- Experience leading, mentoring and counseling young people.

#### **Preferred:**

- Personal athletic achievement/experience.

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

### **Special Requirements:**

- Must be a member of a local evangelical\* Christian church.  
\*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for “Administrative Applications” on the OBU website at:  
<https://www.okbu.edu/hr/jobs.html>

### **OBU Benefits Summary:**

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee’s base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by Guide Stone. There are numerous other perks and opportunities for OBU employees including FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at [HR@okbu.edu](mailto:HR@okbu.edu).