

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Assistant Women's Soccer Coach

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 Women's Soccer Coach is responsible for assisting the Head Coach in all aspects of recruiting, training, and coaching members of the Soccer Team. The Assistant Women's Coach is required to abide by the rules and regulations established by OBU, the Great American Conference (GAC) and NCAA.

Essential Functions:

- Manage office duties including correspondence and travel arrangements
- Coordinate match information
- Recruit, train and coach the members of the soccer team
- Schedule games
- Provide field care and maintenance
- Represent Oklahoma Baptist University and the soccer program in a Christ-like manner
- Assist Head Coach in mission and fundraising activities
- Handle grade reports of players
- Organizes and maintains accurate inventory of soccer equipment and uniforms

Other Duties:

- As assigned by the head soccer coach and the Director of Athletics

Required Qualifications:

- Ability to recruit, coach and teach highly talented student athletes
- Ability to attend seminars, meetings and other professional development opportunities at or away from OBU
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise activities
- Ability to apply budgeting and fiscal planning techniques within financial constraints

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- 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 use a personal computer and other office equipment

Education:

Required: Bachelor's degree

Preferred: Master's degree

Physical Requirements:

- Must be able to lift up to 50 lbs
- Must be able to operate the field maintenance equipment

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 Staff 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.