

CLOUD COUNTY COMMUNITY COLLEGE

Administrative Position Job Description

Position Title: Assistant Men’s Basketball Coach.

Reports To: Head Men’s Basketball Coach and the Director of Athletics

Type of Contract: Professional Services

Length of Contract: 12 Months

Date of Position Description: April 2023

General Narrative Description of the Position

The Assistant Men’s Basketball Coach shall perform all assigned responsibilities under the direction and supervision of the Head Men’s Basketball Coach and the Director of Athletics. The employee will hold a minimum of a bachelor’s degree, possess budgeting, business, marketing, and advertising skills, and hold a valid Kansas driver’s license. The essential functions of this position include: 1) the ability to communicate with others at a high level in both verbal and written forms; 2) a reasonable command of problem solving and decision making skills; 3) the possession of excellent interpersonal skills; 5) the possession of quantitative and computer skills; 6) the ability and willingness to travel as a representative of Cloud County Community College (overnight travel is required); and 7) the ability to perform assigned tasks with minimum supervision.

RESPONSIBILITIES

Under the direction and supervision of the Head Men’s Basketball Coach and the Director of Athletics, the Assistant Men’s Basketball Coach shall:

1. discharge effectively and efficiently the duties and responsibilities appropriate to this position including, but not limited to: (1) the development and maintenance of appropriate budgets; (2) the development and supervision of personnel within the areas of assigned responsibilities; (3) the collection and dissemination of data and information; (4) the promotion of communications within the College community and the community-at-large; (5) the participation in appropriate committees and work groups; (6) the participation in planning and decision making; (7) the application of institutional and governmental policies, procedures, and regulations; and (8) the completion of other responsibilities as assigned.

2. serve as men’s basketball recruiting coordinator which includes, but is not limited to: mailings,

phone calls, game film evaluation, and traveling to summer AAU, MAYB, All-Star contests and camps;

3. be required to attend each men's basketball practice and all games. Attendance will be excused due to conflicts with recruiting responsibilities or game and practice preparation;
4. serve as Study Hall supervisor and class attendance monitor for the men's basketball team;
5. responsible for travel preparation for road games which includes the packing of bags, laying out game gear, and the inventory of equipment; and
6. assist with the supervision of the Booster Club member apparel program;
7. assist with the supervision of the marketing and advertising of such events but not limited to the: 1) T-Bird Golf Classic, 2) Pike Trail League Tournament, and 3) North Central Kansas All-Star Game;
8. assist in the development of new and existing fundraising events for the Athletic Department;
9. assist with the administration and activities associated with the Athletic Booster Club;
10. work with diverse populations; and
11. perform other duties as assigned by the Head Men's Basketball Coach and the Director of Athletics.

Cloud County Community College offers a complete benefits package to all full-time administrative personnel including:

- Health care coverage for employees and eligible dependents (up to \$728.36 paid monthly for single coverage by the college toward premium cost)
- Paid holiday leave - approximately 24 days of holiday leave
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid vacation leave – earned at a rate of 13.34 hours per month, accumulates to 30 days total
- Retirement coverage through the Kansas Public Employees Retirement System (KPERS)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center