The University of Iowa
Department of Intercollegiate Athletics

ANNOUNCEMENT OF POSITION VACANCY
Assistant Coach – Women’s Tennis

Type of Position:  Regular 100% time; At-Will; FLSA Exempt
Apply By:  October 25, 2022
Salary:  Commensurate

The University of Iowa Department of Athletics seeks applications for an Assistant Women’s Tennis Coach. This is a full-time (at-will and FLSA exempt) position which includes full University benefits. Salary is commensurate with education and experience and consideration of relevant salary market data. The University of Iowa is a NCAA Division I institution and a member of the Big Ten Conference. The Department of Athletics manages 22 varsity sports programs and related events with a workforce of approximately 205 regular employees and 300 temporary employees. Athletics is a people-centric organization that operates under a “Win. Graduate. Do It Right.” philosophy. For more information regarding Athletics, please click here.

Responsibilities:  The successful candidate will assist in administration of a Division I intercollegiate women’s tennis program, recruit as permitted by NCAA rules, conduct on-the-court teaching and coaching, and perform other duties as assigned by the Head Women’s Tennis Coach. This position requires frequent travel, work in the evenings, on weekends and holidays, a valid U.S. driving license and the ability to meet the University of Iowa Driving Program standards.

For a full job description, please send an e-mail to the contact listed below.

Benefits Highlights:  Excellent fringe benefit package including paid vacation and sick leave; health, dental, life and disability insurance options; and generous employer contributions into retirement plans. This position will also be eligible for Athletics Specific Staff Privileges and Taxable Benefits. The University of Iowa is a Big Ten, nationally ranked research university with 30,000 students located in Iowa City. A vibrant community boasting excellent public schools, safe, comfortable neighborhoods, affordable housing, a highly educated population, and numerous cultural, recreational and sporting opportunities and events contribute to the Iowa City area frequently appearing high on the best-places-to-live listings. Go to “Working at Iowa” to learn more.

Required Qualifications:
• Bachelor’s degree (or international equivalent);
• Demonstrated experience (minimum of 3 years) tennis coaching and/or playing experience at the NCAA Division I level;
• Excellent oral and written communication skills as demonstrated through public speaking engagements, clinician experience, and/or use of effective and creative training/coaching techniques;
• Ability to work constructively and collaboratively in a diverse environment, demonstrating strong interpersonal skills and ability to build trusting relationships;
• Extensive knowledge and the ability to
- Competitively challenge elite players on a Division I team (high level hitting ability)
- Comply with NCAA rules and regulations
- Utilize basic office support software (word processing, email, presentation software and spreadsheets)
- Operate effectively within a highly regulated team environment.

- A valid U.S. driving license and the ability to meet and maintain University of Iowa Driving Policy standards.

Desirable Qualifications:
- Master’s degree in sports management and/or exercise science or related field;
- One year of coaching experience (Experience coaching female tennis student-athletes at the elite level and/or NCAA Division I level is highly desired.)
- Demonstrated experience in international and domestic talent assessment and proven ability to recruit elite level student-athletes.
- Working knowledge and the ability to:
  - Utilize a video analysis system;
  - Plan and administer a budget;
  - Develop and manage social media websites;
  - Understand University, Big Ten and Power 5 Athletics environments.

Application Details:
Visit our website at [https://jobs.uiowa.edu](https://jobs.uiowa.edu) and search for keyword “Tennis”. Only applications submitted at [https://jobs.uiowa.edu](https://jobs.uiowa.edu) will be accepted.

- Job openings are posted for a minimum of 14 calendar days and may be removed from posting and filled any time after the original posting period has ended.
- **Applicants must upload a resume and cover letter and mark them as a relevant file to the submission. Applications without both a cover letter and resume will be considered incomplete and ineligible for consideration.**
- The successful candidates will be subject to a credential and criminal background check, as well as a review of their driving record.
- Five professional references will be required at a later step in the recruitment process.
- As a part of the University of Iowa’s review of your application and consistent with its policies and practices, the University may access and/or view information about you that is job-related and publicly available on the internet, including but not limited to information on social media sites. The access, viewing and/or use of such information is governed by the University’s **Policy on Human Rights**, as well as state and federal law.

For questions or additional information, please contact [athl-human-resources@uiowa.edu](mailto:athl-human-resources@uiowa.edu).

The University of Iowa is an equal opportunity/affirmative action employer. All qualified candidates are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S.
military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual.