The University of Iowa - Department of Intercollegiate Athletics
Job Description

VACANT
Assistant Strength and Conditioning Coach - Football

Job Function: Athletics
Job Family: Coaches
University Classification & Job Code: Assistant Coach-PSC1
P&S Status: At Will
FLSA Status: Exempt
% Time: 100%
Position #: 00157053
Administrative Supervisor: Raimond Braithwaite, Head Football Strength and Conditioning Coach

Job Family Purpose Statement
Recruit and develop uniquely qualified and diverse groups of student-athletes by creating a supportive academic and athletic environment that fosters overall success. Must have technical expertise, knowledge and understanding of a specific sport. Must be an evaluator of individual talent, potential and skill level.

Strength and Conditioning Coach Purpose Statement
Develop Division 1 student-athletes by supporting comprehensive student-athlete academic, athletic, and citizenship achievement. Must have technical expertise, knowledge, and understanding of Strength and Conditioning. Must be an evaluator of athletic movement, biomechanics, and corrective exercise.

Position Specific Summary
Assist in the strength and conditioning program design, movement screening, technique instruction, and supervision of NCAA Power 5 Speed, Strength, and Conditioning program. Assist in identifying movement deficiencies and implement appropriate corrective exercise. Assist in the reconditioning of injured student-athletes. Assist in nutrition, hydration, and NCAA-compliant supplement education of student-athletes. Assist with on-campus recruiting as needed. Public speaking and promotion; other duties as assigned by head coach.

Athletics Job Expectations include:

- Embraces the Win. Graduate. Do It Right. philosophy of the Department of Intercollegiate Athletics, as stated in the departmental mission and its accompanying values and commitments.
- Commitment to team goals and shared accomplishments. Excellent interpersonal skills and ability to understand group dynamics and drive results.
- Adheres to the rules and regulations of the University, the Big Ten Conference and the NCAA; commits to reporting any Big Ten or NCAA violations involving the University of Iowa to departmental compliance personnel.
- Contributes to the development of an environment for student-athletes that is healthy, safe, equitable, and culturally diverse. Establishes a positive relationship with student-athletes,
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founded on fairness, openness, honesty, and leadership opportunity.

- Manages resources and petitions for change in a way that minimizes gender bias and maximizes compliance with federal and state laws regarding gender equity. Acts as an advocate for any student-athlete, employee, or program that experiences unjustified inequity.

- Contributes to the recruitment of a diverse population of student-athletes and employees. Promotes a welcoming climate that enhances the overall experience for all members of the Athletics Department.
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**KEY AREAS OF RESPONSIBILITIES AND SPECIFIC JOB DUTIES AND TASKS**

### Regulations

<table>
<thead>
<tr>
<th>Comply with sport-specific and University recruitment policies and procedures.</th>
<th>Manage, monitor and archive all required records and paperwork per regulatory requirements (e.g. state, federal and NCAA compliance).&lt;br&gt;Supervise and conduct team weight training and conditioning sessions, adhering to NCAA countable athletically related activities (CARA) regulations and adhering to sport-specific rules regarding non-mandatory/voluntary activities.</th>
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### Recruitment

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<tr>
<th>Contribute to the development of recruitment philosophy and strategy.&lt;br&gt;Coordinate recruiting functions, as assigned. Identify, evaluate, and communicate with recruits, as assigned</th>
<th>Assist with the on-campus recruitment of prospects by working collaboratively with University staff assigned recruitment coordination duties and actively participating in official and unofficial visits compliant with University and NCAA regulations.&lt;br&gt;As an on-campus recruiter, collaborate with the on-campus recruiting coordinator and other University staff in designing official and unofficial visits compliant with University and NCAA regulations.&lt;br&gt;As a recruiter, assist the sport’s recruiting coordinator by regularly clarifying personal responsibilities for recruitment-related correspondence, telephone calls, academic evaluations, athletic evaluations, off-campus contacts, home visits, and database maintenance, per University and NCAA regulations.&lt;br&gt;Establish and develop relationships with appropriate high school and junior college officials, amateur club coaches, and coaches within the sport’s national governing body for public relations purposes, thus positioning the University nationally.</th>
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### Teaching

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<th>Provide input into overall curriculum development.&lt;br&gt;Develop and implement expertise-specific curriculum, as assigned.&lt;br&gt;Direct on- and off-field teaching and development.&lt;br&gt;Provide direction, assignments, feedback, coaching and counseling to assure outcomes are achieved.</th>
<th>Lead management and coordination of GPS tracking and comparison, off season and in season.&lt;br&gt;Coordinate analytics research.&lt;br&gt;Coordinate Nutrition Education. Develop and distribute nutrition manuals, including individual dietary analysis and consultation.&lt;br&gt;Work collaboratively with other departmental strength and conditioning staff.&lt;br&gt;Develop, administer and monitor strength and conditioning programs for assigned sports teams, with input from coaching staffs.&lt;br&gt;Develop annual summer conditioning programs for student-athletes and recruits for assigned sports teams, with input from coaching staffs.</th>
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<td>Collaborate with other units to assure success.</td>
<td>As is necessary, design seasonal workout groupings for sport assigned.</td>
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<td>Design and produce forms, manuals and/or electronic publications, as assigned, for daily or seasonal lifting and conditioning programs.</td>
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<td>As a strength specialist, evaluate each student-athlete to identify strengths and deficiencies, and design instructional opportunities to achieve programmatic objectives as well as improve technical execution based on sound motor learning and biomechanical principles.</td>
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<td>Design individualized programs, as needed, to accommodate medical restrictions and recondition injured student-athletes, in collaboration with the certified Athletics Trainer and team physician.</td>
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<td></td>
<td>As a position or event specialist, evaluate student-athletes to identify strengths and deficiencies, and design instructional opportunities to improve technical and strategic execution based on sound motor learning and biomechanical principles.</td>
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<td>If appropriate, collaborate with the Head Coach to incorporate position specific learning opportunities into daily practice design.</td>
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<td>Provide leadership during instructional sessions, utilize given discretion in guiding students through the learning experience via a variety of teaching strategies, including computer/video analysis, and alter skills as needed to facilitate needs.</td>
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<td>Assist in the conduct and supervision of all practice and conditioning sessions, as is deemed appropriate.</td>
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<td>Produce manuals or electronic publications (e.g. CD ROMs, websites) for summer conditioning, technical or tactical play books, and team handbooks, as needed.</td>
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<td>Collaborate with the Head Coach, certified Athletics Trainer, and Strength and Conditioning Coach to design both academic year (in season and out-of-season) and summer conditioning programs, encompassing recognized and approved methods of improving power, speed, strength and aerobic performance, consistent with industry safety and health standards.</td>
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<td>Assist in the counseling of students regarding their obligation to comply with all rules and regulations related to financial aid and eligibility, as well as personal conduct and appearance. Regulatory expectations are defined by Team Rules, Departmental Policy, Presidential Committee on Athletics Policy, university policy and membership regulations of the Big Ten Conference, the NCAA and the sport’s national governing body.</td>
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<td>Assist, as assigned and permitted, in the counsel of team members in academic, disciplinary and personal matters. When appropriate, consult with the Head Coach, Athletics Academic</td>
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<th>Leadership/Human Resources</th>
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<td>Oversee, monitor and evaluate managers, volunteer coaches, practice players, videographers, and other sport-specific part-time personnel, as assigned. Develop and implement policies and practices that support staff engagement in the workplace. Collaborate with others to assure success.</td>
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<th>Administration</th>
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<td>Assist with the development of budgets, travel, schedules, camps, public relations, and fundraising.</td>
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Counselor, Sport Administrator and/or other University administrators to resolve problems.

☐ Assist in the referral of students in matters of physical, addictive or mental health issues to appropriate University resource persons, utilizing the department’s recommended protocol.
Assistant Strength & Conditioning Coach - Football

- Assist with or oversee, as assigned, planning, coordination, and execution of approved fundraising and sport promotion activities.
- Assist in the development of clinics, exhibitions, private lessons and sports camps compliant with NCAA rules and departmental policy. Provide administrative oversight and clinical instruction as assigned.
- Represent the Department at professional, civic, charitable and alumni events, as requested. Evaluate each request for compliance with NCAA regulations.
- Assist with or manage awards (e.g. annual participation/letter awards, special achievement awards and post-season or championship awards) per departmental policy and NCAA rules.
- As assigned, liaison with primary support units such as Student Services, Sports Medicine and Compliance.
- Cooperate with all coaches and administrative staff within the intercollegiate athletics programs to enhance overall departmental operations.
- Perform other duties or responsibilities as assigned by the Head Strength and Conditioning Coach and the assigned Associate Director of Athletics or Director of Athletics.

Financial Responsibility

- Assist in budget development and provide projections and recommendations.
- Recommend expenditures.
- Monitor the condition of facilities, equipment and apparel.
- Assist supervisor in developing and monitoring the weight training budget for assigned sports and facilities.
- Assist in or manage the purchase of apparel and/or specialized equipment, as assigned. Work with vendors in accordance with University protocol. Consult with the equipment manager on matters of inventory, purchase and delivery. Coordinate with the equipment manager to ensure the issuance of the necessary equipment and apparel for scheduled practices and competitive events.
- Monitor the condition of equipment; request repairs or replacement as necessary. Manage disposal of equipment in accordance with University protocol and NCAA rules.
- Assist with or oversee, as assigned, the purchase and maintenance of all weight room equipment for assigned sports and weight training rooms. Liaison with other departmental personnel responsible for safety and maintenance.
- Assist with or oversee, as assigned, the purchase of nutritional supplements free of banned substances, per NCAA standards, protecting the health and safety of the student-athlete per industry standards.
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UNIVERSAL COMPETENCIES

Collaboration/Positive Impact (Proficiency level: Extensive)

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<th>Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.</th>
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<td>Ensures time, resources, energy, learning opportunities, and actions are focused on priorities important to the changing workplace.</td>
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<td>Identifies and resolves disagreements/conflicts in early stages.</td>
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<td>Promotes a safe, fair, respectful environment in which concerns can be addressed effectively.</td>
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<td>Recommends changes to work practices and policies to achieve desired outcomes.</td>
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Diversity, Equity and Inclusion (Proficiency level: Extensive)

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<th>Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including: race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences.</th>
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<tr>
<td>Promotes a respectful, diverse, equitable and inclusive work environment in which concerns are addressed effectively.</td>
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<td>Can identify unit policies and practices that have a disparate impact on specific populations.</td>
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<td>Recommends policies and practices to advance an equitable, inclusive work environment and counter racism, sexism, and other forms of institutional bias.</td>
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<td>Forms respectful relationships with individuals and organizations representing diverse constituencies, and seeks regular input to better understand diversity, equity &amp; inclusion issues and enhance recruitment efforts.</td>
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<td>Engages in on-going self-reflection and continues to advance their knowledge and skills related to diversity, equity and inclusion.</td>
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Service Excellence/Customer Focus (Proficiency level: Extensive)

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<th>Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.</th>
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<td>Participates in developing a variety of effective ways to deal with service challenges.</td>
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<td>Models service delivery and coaches others to deliver excellent service in a variety of settings.</td>
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<td>Communicates well with direct reports, peers, leadership and external constituents.</td>
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<td>Utilizes various methods for information sharing and information gathering. Modifies processes to enhance service.</td>
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### Technical Competencies

#### Athletic Recruiting (Proficiency Level: Working)

| Knowledge of and ability to select talented students for participation on sports teams and scholarships consistent with NCAA rules. | • Researches student athletes.  
• Initiates relationships with coaches, school counselors, etc., consistent with NCAA regulations.  
• Plans and organizes various campus recruiting events consistent with NCAA regulations.  
• Maintains systems for tracking and recording student information consistent with NCAA regulations.  
• Assesses students’ academically and athletically within university and NCAA guidelines. |

#### Coaching Others (Proficiency Level: Extensive)

| Knowledge of coaching concepts and methods; ability to encourage, motivate, and guide individuals or teams in learning and improving effectiveness. | • Analyses patterns and identifies key areas for improvement of processes or results.  
• Coaches one or several individuals or teams on a specific competency or subject area.  
• Successfully coaches both superstars and problem performers.  
• Monitors individual or team progress through feedback sessions.  
• Contributes to the establishment of good coaching practices.  
• Discusses alternative techniques for diagnosing and coaching individuals and teams. |

#### Curriculum Design (Proficiency Level: Working)

| Knowledge of and ability to use the methods, tools and techniques required to develop an instructional delivery system that meets the learning needs of a given population in a timely fashion. | • Analyzes the learning and development level of an assigned/given population.  
• Defines key learning objectives for an assigned/given population for a specific curriculum.  
• Helps design and develop training courses for a specific curriculum.  
• Explains the pros and cons of alternative curriculum delivery approaches.  
• Assesses the reusability of existing curricula and training components. |
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### NCAA Ethics and Compliance (Proficiency Level: Extensive)

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<th>Knowledge of practices, behaviors, applicable laws, rules, and regulations governing proper conduct of collegiate sports; ability to demonstrate ethical behavior in diverse situations.</th>
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| • Deals with a variety of potential ethical conflicts in various sports situations.  
• Participates in investigating, documenting, and addressing allegedly unethical behavior.  
• Monitors and controls specific ethical issues such as appropriate recruiting, gifts, equipment and apparel use, etc.  
• Resolves legal and operational consequences of a breach of ethics.  
• Uses local, state, and federal legislation and guidelines for managing conduct.  
• Applies policies and procedures designed to ensure compliance with ethical code. |

### Student Performance Management/Athletics (Proficiency Level: Extensive)

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<th>Knowledge of methods and principles to enhance athletic performance and create an environment for holistic student development including progress toward degree.</th>
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| • Evaluates the validity of athletic performance measurements and goals.  
• Optimizes existing SPM systems, tools and procedures.  
• Monitors the implementation and quality of SPM improvement activities.  
• Coaches others on the effective application of advanced SPM methods, processes, etc.  
• Foresees obstacles and barriers that could impact SPM activities and resolves any related problems.  
• Provides insight into the effectiveness of performance improvement activities. |

### Exercise Physiology (Proficiency Level: Extensive)

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<th>Knowledge of the human body's reactions and changes under acute and chronic exercise conditions; ability to measure, assess and adapt physiology during exercise.</th>
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| • Designs student-athlete specific programs to enhance sports specific energy systems.  
• Evaluates programs designed to increase the functional capacity of participants.  
• Advises on the importance of certification and following ethical and professional standards.  
• Formulates exercise regimens that reduce the risk of contraindications.  
• Recommends best practices for measuring and assessing various physiological responses.  
• Collaborates with practitioners on exercise programs to manage and correct student-athlete specific orthopedic health conditions health conditions. |
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Effectiveness Measurement (Proficiency Level: Extensive)

| Ability to measure the quality and quantity of work effort for the purpose of improvement. | • Defines captures and monitors metrics for multiple functions.  
• Supervises others in their use of data collection, analysis, and reporting tools.  
• Evaluates improvement efforts in quality and productivity.  
• Uses recognized industry benchmarks.  
• Monitors planned improvement efforts in quality and productivity.  
• Uses measurements to drive improvement in a number of different ways. |

Team Management and Team Building (Proficiency Level: Working)

| Ability to form and manage effective teams. | • Leads a team of people assembled to complete a specific project or task.  
• Facilitates discussion of team goals, roles, needs, and responsibilities.  
• Leads team meetings to review progress and performance, ensuring follow-up on previous decisions.  
• Recognizes the contribution of each and every team member publicly.  
• Participates in defining the ground rules for individual and team responsibilities. |

Proficiency Levels are defined as:

**Basic Knowledge:** Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

**Working Experience:** Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

**Extensive Experience:** Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

**Expert/Leader:** Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes

Policy Expectations

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the University Operations Manual and UI Work Rules.
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POSITION QUALIFICATIONS

Required Qualifications:

• Bachelor’s degree (or international equivalent) required.
• CSCCa Strength and Conditioning Coach Certified (SCCC)
• Minimum three years’ experience (including student, temp and volunteer), two of which must be at the collegiate level, working as a strength and conditioning coach in the following areas:
  o designing speed, strength, and conditioning programs in a progressive manner;
  o executing the rehabilitative phase of injury recovery;
  o utilizing office productivity software (including Microsoft Word, PowerPoint, Excel, etc.) & online database systems (please specify).
• Excellent written and verbal communication skills as demonstrated through experience in performance management, including effectively teaching and supervising small and large groups of students;
• Ability to work constructively and collaboratively in a diverse environment, demonstrating strong interpersonal skills and ability to build trusting relationships;
• A valid U.S. driving license and the ability to meet and maintain University of Iowa Driving Program standards.

Desired Qualifications:

• Experience of successful football strength and conditioning coaching experience at a Power 5 conference institution is highly desired;
• Proficiency working with performance analytics, recovery technology/GPS monitoring is highly desired;
• Master’s degree in a related field;
• Basic knowledge and understanding of the professionalism and intensity necessary to successfully contribute to a Division I athletics program;
• Experience and working knowledge of:
  o NCAA FBS strength and conditioning processes, issues, considerations and solutions;
  o Functional movement screening tools and implementing appropriate corrective exercise;
• Experience contributing to On-Campus Recruiting Activities;
• Experience managing Power 5 competition day Nutrition needs of team.