

The University of Iowa - Department of Intercollegiate Athletics Job Description

ASSISTANT FOOTBALL COACH/OFFENSIVE COORDINATOR

Job Function: Athletics

Job Family: Coaches

University Classification & Job Code: Assistant Coach PSC1

Position #: 00001708

Administrative Supervisor: Kirk Ferentz, Moon Family Head Football Coach

FLSA Status: Exempt

P&S Employment Status: At-Will

Percent Time: 100%

Salary Range: Commensurate

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. Key areas of responsibility include teaching, recruitment, administration, regulations, budget and staffing.

POSITION SPECIFIC SUMMARY

The Assistant Football Coach / Offensive Coordinator is responsible for providing administrative, instructional and coaching assistance to the Head Coach with the purpose of building a successful, competitive intercollegiate sports program that also retains and graduates student-athletes. Additional duties include: supervising and coordinating Offensive position coaches, developing the Offensive game plan for each opponent, coaching an Offensive position, recruiting-including determining eligibility of prospective student-athletes and coordinating on-campus visits, development of Offensive playbook materials; handle personal counseling needs of players directly supervised; 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.

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- 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, 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.

KEY AREAS OF RESPONSIBILITIES AND SPECIFIC JOB DUTIES AND TASKS

Regulations

Comply with sport-specific and University recruitment policies and procedures.	<input checked="" type="checkbox"/> Manage, monitor and archive all required records and paperwork per regulatory requirements (e.g., state, federal and NCAA compliance). <input type="checkbox"/> Other:
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Recruitment

Contribute to the development of recruitment philosophy and strategy. Coordinate recruiting functions, as assigned. Identify, evaluate, and communicate with recruits, as assigned	<input type="checkbox"/> Act as the sport's recruiting coordinator: assign weekly recruitment responsibilities to sport staff, maintain and audit recruiting database, perform other coordination duties as assigned. <input checked="" type="checkbox"/> As an NCAA certified recruiter, successfully research, scout, evaluate and contact prospective student-athletes while operating within the scope of the Big Ten and NCAA regulations. <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> Establish and develop relationships with appropriate high school and junior college officials, amateur club coaches,
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	<p>and coaches within the sport's national governing body for public relations purposes, thus positioning the University nationally.</p> <p><input type="checkbox"/> Other:</p>
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Teaching

<p>Provide input into overall curriculum development.</p> <p>Develop and implement expertise-specific curriculum, as assigned.</p> <p>Direct on- and off-field teaching and development.</p> <p>Provide direction, assignments, feedback, coaching and counseling to assure outcomes are achieved.</p> <p>Collaborate with other units to assure success.</p>	<p><input checked="" type="checkbox"/> As an assistant coach for the sport of Football is assigned to coach position/s or event/s within the Hawkeye Football Program, 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.</p> <p><input checked="" type="checkbox"/> If appropriate, collaborate with the Head Coach to incorporate position specific learning opportunities into daily practice design.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> Assist in the conduct and supervision of all practice and conditioning sessions, as is deemed appropriate.</p> <p><input checked="" type="checkbox"/> Produce manuals or electronic publications (e.g., CD ROMs, websites) for summer conditioning, technical or tactical play books, and team handbooks, as needed.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> Design, conduct and monitor countable athletically related activities (CARA) per NCAA playing and practice regulations and departmental policy, including declaring the practice season, reporting weekly CARA, and adhering to sport-specific rules regarding voluntary activities and sport-specific safety exceptions.</p> <p><input checked="" type="checkbox"/> 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</p>
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	<p>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.</p> <p><input checked="" type="checkbox"/> 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 Counselor, Sport Administrator and/or other University administrators to resolve problems.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> Assist, as assigned, in the management of the students' academic commitments, including transitional seminars, Hawkeye Life programming, class attendance and structured study.</p> <p><input type="checkbox"/> Assume responsibility for game management in the absence of the Head Coach.</p> <p><input checked="" type="checkbox"/> Implement game plan, evaluate student-athletes' performances, give feedback as appropriate, and maintain statistics as is necessary.</p> <p><input checked="" type="checkbox"/> Attend coaches' preparatory meetings to develop collaboratively determined coaching strategies for upcoming competitions, and to prepare the official game plan materials and game simulations for the student-athletes.</p> <p><input checked="" type="checkbox"/> Scout opponent teams, collecting and analyzing tactical and statistical data, evaluating and editing game film, and designing game plans and strategies.</p> <p><input type="checkbox"/> Other:</p>
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Leadership/Human Resources

<p>Oversee, monitor and evaluate managers, volunteer coaches, practice players, videographers, and other sport-specific part-time personnel, as assigned.</p> <p>Develop and implement</p>	<p><input type="checkbox"/> Recruit staff, assign, schedule and/or oversee the daily work activities of others, including the development of a job description/responsibilities.</p> <p><input type="checkbox"/> Develop and implement policies, procedures, and/or work rules for select staff.</p> <p><input type="checkbox"/> Evaluate and manage performance of select staff, maximizing engagement and productivity.</p>
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<p>policies and practices that support staff engagement in the workplace.</p> <p>Interpret and implement HR policies and procedures.</p>	<p><input checked="" type="checkbox"/> Manage appropriate employment time records.</p> <p><input checked="" type="checkbox"/> Manage personnel in a manner compliant with University and Athletics policies and procedures.</p> <p><input type="checkbox"/> Other:</p>
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Administration

<p>Assist with the development of budgets, travel, schedules, camps, public relations, and fundraising.</p>	<p><input type="checkbox"/> Manage team-related game-day activities, including game-day practices, pre- or post-game meals and sport psychology/performance sessions.</p> <p><input type="checkbox"/> Act as a liaison to appropriate event units, including Sports Promotions & Marketing, Sports Information, Facilities, Event Management, Ticket Operations, UI Foundation, Booster/Fan Club, or Compliance.</p> <p><input checked="" type="checkbox"/> Participate in public relations activities, as approved, to include granting interviews with newspapers, radio and television media, attending press conferences and making public appearances. Consult with assigned sports information staff regarding game preparations and media relations.</p> <p><input type="checkbox"/> Assist with or oversee, as assigned, planning, coordination, and execution of approved fundraising and sport promotion activities.</p> <p><input type="checkbox"/> Facilitate the growth of approved booster, alumni, or fan clubs per departmental and UI Foundation guidelines, including the development of annual agendas, the writing and distribution of sport newsletters, and the coordination of special events.</p> <p><input type="checkbox"/> Assist in the strategic development and/or maintenance of the sport's social media outlets for purposes of recruiting, marketing, and/or public relations.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input type="checkbox"/> Assist with the development of an annual sports team community service program; seek pre-approval per NCAA rules and departmental policy; provide leadership and oversight in the implementation.</p> <p><input type="checkbox"/> Represent the Department at professional, civic, charitable and alumni events, as requested. Evaluate each request</p>
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	<p>for compliance with NCAA regulations.</p> <p><input checked="" type="checkbox"/> Assist with the development of schedules for practice and competition, as assigned. Interface with appropriate departmental administrators to manage site assignments, visiting team practices, reservations for alternative facilities (e.g., classrooms, meeting rooms, swimming pool), pre- and post-events, hospitality rooms and cancelled practices.</p> <p><input type="checkbox"/> Assist in or manage coordinating team travel arrangements, as assigned. Arrangements shall include development of itineraries, reservations for transportation (ground and air), lodging, meals, practice facilities, meeting rooms and entertainment. Monitor expenditures and cash disbursements for compliance with University, departmental, and NCAA policies. Manage travel party per conference regulations.</p> <p><input type="checkbox"/> As appropriate, manage Big Ten mandated film exchange programs per conference game management manuals.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Assist with or manage the team's annual awards banquet, per University policies and NCAA rules.</p> <p><input type="checkbox"/> As assigned, liaison with primary support units such as Student Services, Sports Medicine and Compliance.</p> <p><input type="checkbox"/> Cooperate with all coaches and administrative staff within the intercollegiate athletics programs to enhance overall departmental operations.</p> <p><input checked="" type="checkbox"/> Perform other duties or responsibilities as assigned by the Head Coach and the assigned Associate Director of Athletics or Director of Athletics</p> <p><input type="checkbox"/> Other:</p>
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Financial Responsibility

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<p>Assist in budget development and provide projections and recommendations.</p> <p>Recommend expenditures.</p> <p>Monitor the condition of facilities, equipment and apparel.</p>	<p><input type="checkbox"/> Assume responsibility for developing and monitoring budget relative to position's primary responsibilities, such as recruitment, team travel, or equipment and apparel.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Monitor the condition of equipment; request repairs or replacement as necessary. Manage disposal of equipment in accordance with University protocol and NCAA rules.</p> <p><input type="checkbox"/> Oversee field management, as appropriate. Coordinate with groundskeepers and facility management staff for practice and competition needs. Assist with physical management as necessary.</p> <p><input type="checkbox"/> Other:</p>
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UNIVERSAL COMPETENCIES

Collaboration/Positive Impact (Proficiency level: Extensive)

<p>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.</p>	<ul style="list-style-type: none"> • Ensures time, resources, energy, learning opportunities, and actions are focused on priorities important to the changing workplace. • Identifies and resolves disagreements/conflicts in early stages. • Promotes a safe, fair, respectful environment in which concerns can be addressed effectively. • Recommends changes to work practices and policies to achieve desired outcomes.
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Diversity, Equity and Inclusion (Proficiency level: Extensive)

<p>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.</p>	<ul style="list-style-type: none"> • Promotes a respectful, diverse, equitable and inclusive work environment in which concerns are addressed effectively. • Can identify unit policies and practices that have a disparate impact on specific populations. • Recommends policies and practices to advance an equitable, inclusive work environment and counter racism, sexism, and other forms of institutional bias. • Forms respectful relationships with individuals and organizations representing diverse constituencies, and seeks regular input to better understand diversity, equity & inclusion issues and enhance recruitment efforts. • Engages in on-going self-reflection and continues to advance their knowledge and skills related to diversity, equity and inclusion.
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Service Excellence/Customer Focus (Proficiency level: Extensive)

<p>Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner.</p> <p>Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.</p>	<ul style="list-style-type: none"> • Participates in developing a variety of effective ways to deal with service challenges. • Models service delivery and coaches others to deliver excellent service in a variety of settings. • Communicates well with direct reports, peers, leadership and external constituents. • Utilizes various methods for information sharing and information gathering. Modifies processes to enhance service.
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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.	<ul style="list-style-type: none">• Research 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.
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Budgeting (Proficiency Level: Working)

Knowledge of, and ability to apply, policies and practices for planning and administering a budget.	<ul style="list-style-type: none">• Applies established organizational practices in budgeting.• Uses budgeting and charge-back practices within own area.• Supplies supporting information and justification for major line items.• Under guidance, produces budget reports of planned vs. actual expenses with variances explained.• Documents capital appropriations and project authorizations.
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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.	<ul style="list-style-type: none">• Analyzes 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.
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Desktop Tools (Proficiency level: Working)

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Knowledge of and ability to use office support tools available on the desktop (e.g., word processing, e-mail, presentation software and spreadsheets).

- Works with all basic office support products.
- Reviews existing standards and procedures.
- Examines the benefits and relative strengths of tools for a specific application.

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	<ul style="list-style-type: none"> • Participates in some advanced functions of at least one product. • Performs first-level problem resolution tasks.
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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.	<ul style="list-style-type: none"> • 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)

Knowledge of practices, behaviors, applicable laws, rules, and regulations governing proper conduct of collegiate sports; ability to demonstrate ethical behavior in diverse situations.	<ul style="list-style-type: none"> • 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.
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Student Performance Management/Athletics (Proficiency level: Extensive)

Knowledge of methods and principles to enhance athletic performance and create an environment for holistic student development including progress toward degree.	<ul style="list-style-type: none"> • 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.
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Scheduling Work and Activities (Proficiency level: Working)

Knowledge of the schedule creation process; ability to develop and maintain a workable schedule to accomplish the overall goals of day-to-day operations.	<ul style="list-style-type: none">• Schedules events, programs and activities as well as the work of others.• Uses scheduling tools and technologies to create and maintain a schedule.• Follows appropriate scheduling procedures and prioritizes actions.• Monitors any schedule delays and explains to stakeholders the reason for these delays.• Sets scheduling guidelines, dependent on different working environments.
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Team Management and Team Building (Proficiency level: Working)

Ability to form and manage effective teams.	<ul style="list-style-type: none">• 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.
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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

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in the [University Operations Manual](#) and UI [Work Rules](#).

POSITION QUALIFICATIONS

Required Qualifications:

- Bachelor's degree (or international equivalent);
- Minimum of three (3) years football coaching experience at the NCAA level or five (5) years successful coaching experience in a highly competitive environment including at a major high school, college, professional level or combination;
- Demonstrated knowledge of the NCAA rules and a commitment to adhere to all rules and regulations of the University of Iowa, the Big Ten Conference and the NCAA (or conference and institutional equivalent);
- Ability to work constructively and collaboratively in a diverse environment, demonstrating strong interpersonal skills and ability to build trusting relationships;
- Proven success in recruiting national caliber student-athletes;
- Excellent oral and written communication skills as demonstrated through public speaking engagements, clinician experience, and/or use of effective and creative training/coaching techniques;
- Extensive knowledge of and the ability to:
 - Utilize basic Microsoft Office productivity software including X.O.'s Thunder® software;
 - Operate effectively within a highly regulated team environment including effective organization and administrative skills;
- Genuine passion for and experience with supporting the holistic development of student-athletes, recognizing the interconnectedness of mental health and overall well-being;
- A valid U.S. driving license and the ability to meet and maintain [University of Iowa Driving Program standards](#).

Desired Qualifications:

- Ten or more years Intercollegiate and/or Professional Football (or combined equivalent) of football coaching experience;
- Successful football offensive coordinator experience in a Division 1, FBS collegiate or professional football program;
- Basic knowledge and understanding of the professionalism and intensity necessary to successfully contribute to a Division I athletics program;
- Extensive proficiency and ability to:
 - utilize a video analysis system (please specify);
 - utilize an online recruiting database (ex: ACS, XOs Scout, etc.);
 - maintain productive, long-term relationships with staff, students, prospects, coaches, and patrons.