The University of Iowa - Department of Intercollegiate Athletics
Job Description

Vacant
Assistant Baseball Coach – Pitching Coach

University Classification & Job Code: Assistant Coach PSC1
Job Function: Athletics
Job Family: Coaches
Position #: 00004758
Administrative Supervisor: Rick Heller, Head Baseball Coach
P&S Status: At-Will
FLSA Status: Exempt
% 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 Coach – Pitching Coach 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. This position will also be responsible for utilizing a variety of sources for data collection and analytics with the purpose of developing methods and training to optimize student-athlete performance.

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.

- 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, 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

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<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).</th>
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### Statistical Analysis

| Prepare and review data for validity and accuracy and recommend additional tests and modifications, if necessary. Create, test and validate programs that generate data summaries and data listings for reports using statistical packages. Create, test and validate programs that perform statistical and graphical analyses. Determine appropriate analysis techniques. Assess the validity of data analytic assumptions for the present data. Analyze and report on methods and trends in data analysis techniques and apply them to data sets. Assure data fit models required by the statistical methods. Create, organize, document, maintain and archive statistical analysis programs, data sets and results. | • Coordinate and advance Iowa Baseball’s efforts in the sport sciences. Utilize a variety of sources to collect data and develop analytics to optimize pitching, batting and scouting in order to maximize overall player development. • Work directly with all strength & conditioning and athletic training staff members on monitoring, training design and case based student-athletes. • Oversee internal statistical analysis and the individuals assigned with statistical analysis duties (interns, staff members). • Build and manage information systems to support Iowa Baseball’s efforts to improve student-athlete health and performance. • Help critically evaluate and implement technologies to support the goals of Iowa Baseball. |

### Recruitment

| Contribute to the development of recruitment philosophy and strategy. Coordinate recruiting functions, as assigned. Identify, | • 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. • As an on-campus recruiter, collaborate with the on-campus recruiting coordinator and other University staff in |
The University of Iowa Department of Intercollegiate Athletics
Job Description: Assistant Baseball Coach – Pitching Coach

Evaluate, and communicate with recruits, as assigned
designing official and unofficial visits compliant with University and NCAA regulations.
- 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.
- 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.

Teaching

Provide input into overall curriculum development.
Develop and implement expertise-specific curriculum, as assigned.
Direct on- and off-field teaching and development.
Provide direction, assignments, feedback, coaching and counseling to assure outcomes are achieved.
Collaborate with other units to assure success.

- As an assistant coach for the sport of baseball, evaluate student-athletes to identify strengths and deficiencies in hitting, pitching and defense, and design instructional opportunities to improve technical and strategic execution based on sound motor learning and biomechanical principles.
- If appropriate, collaborate with the Head Coach to incorporate position specific learning opportunities into daily practice design.
- Provide leadership during instructional sessions, utilize given discretion in guiding students through the learning experience via a variety of teaching strategies, including computer/video/data analysis, and alter skills as needed to facilitate performance.
- Assist in the conduct and supervision of all practice and conditioning sessions, as is deemed appropriate.
- Produce manuals or electronic publications (e.g. CD ROMs, websites) for summer conditioning, technical or tactical play books, and team handbooks, as needed.
- 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.
- 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.
The University of Iowa Department of Intercollegiate Athletics
Job Description: Assistant Baseball Coach – Pitching Coach

- 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.
- 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.
- 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.
- Assist, as assigned, in the management of the students’ academic commitments, including transitional seminars, Life Skills programming, class attendance and structured study.
- Assume responsibility for game management in the absence of the Head Coach.
- Implement game plan, evaluate student-athletes’ performances, give feedback as appropriate, and maintain statistics as is necessary.
- 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.
- Scout opponent teams, collecting and analyzing tactical and statistical data, evaluating and editing game film, and designing game plans and strategies.

Leadership/Human Resources

- Recruit staff, assign, schedule and/or oversee the daily work activities of others, including the development of a job description/responsibilities.
- Develop and implement policies, procedures, and/or work rules for select staff.
- Manage personnel in a manner compliant with University and Athletics policies and procedures.

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.

Interpret and implement HR policies and procedures.
## Administration

| Assist with the development of budgets, travel, schedules, camps, public relations, and fundraising. | Manage team-related game-day activities, including game-day practices, pre- or post-game meals and sport psychology/performance sessions.  
Assist in budget development and provide projections and recommendations. 
Recommend expenditures.  
Monitor the condition of facilities, equipment and apparel. |  
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<tbody>
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<td>• Assist with the development of budgets, travel, schedules, camps, public relations, and fundraising.</td>
<td>• 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.</td>
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<td>• Manage team-related game-day activities, including game-day practices, pre- or post-game meals and sport psychology/performance sessions.</td>
<td>• Assist with or oversee, as assigned, planning, coordination, and execution of approved fundraising and sport promotion activities.</td>
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<td>• 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.</td>
<td>• Assist in the strategic development and/or maintenance of the sport’s social media outlets for purposes of recruiting, marketing, and/or public relations.</td>
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<td>• Assist with or oversee, as assigned, planning, coordination, and execution of approved fundraising and sport promotion activities.</td>
<td>• 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.</td>
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<td>• 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.</td>
<td>• Represent the Department at professional, civic, charitable and alumni events, as requested. Evaluate each request for compliance with NCAA regulations.</td>
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<td>• Manage team-related game-day activities, including game-day practices, pre- or post-game meals and sport psychology/performance sessions.</td>
<td>• 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.</td>
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<td>• 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.</td>
<td>• As assigned, liaison with primary support units such as Student Services, Sports Medicine and Compliance.</td>
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<td>• Assist with the development of budgets, travel, schedules, camps, public relations, and fundraising.</td>
<td>• Cooperate with all coaches and administrative staff within the intercollegiate athletics programs to enhance overall departmental operations.</td>
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<tr>
<td>• 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.</td>
<td>• Perform other duties or responsibilities as assigned by the Head Coach and the assigned Associate Director of Athletics or Director of Athletics</td>
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## Financial Responsibility

| Assist in budget development and provide projections and recommendations. Recommend expenditures. Monitor the condition of facilities, equipment and apparel. | Assume responsibility for developing and monitoring budget relative to position’s primary responsibilities, such as recruitment, team travel, or equipment and apparel. 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.
- Oversee field management, as appropriate. Coordinate with groundskeepers and facility management staff for practice and competition needs. Assist with physical management as necessary.

**UNIVERSAL COMPETENCIES**

**Collaboration/Positive Impact (Proficiency level: Extensive)**

| 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. | 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. |

**Service Excellence/Customer Focus (Proficiency level: Extensive)**

| 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. | 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. |

**Welcoming and Respectful Environment (Proficiency level: Extensive)**

| Ability to foster a welcoming and respectful workplace environment while recognizing personal differences.  
| Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the importance of a workforce that | Promotes a workplace environment where people of all backgrounds and perspectives feel welcomed and appreciated, where every individual is empowered to make a positive impact, and in which workplace concerns are addressed effectively.  
| Identifies unit policies and practices that could have a disparate impact based on protected classifications as defined by federal and/or state law. |
The University of Iowa Department of Intercollegiate Athletics  
Job Description: Assistant Baseball Coach – Pitching Coach

| Benefits from the talents of all people across multiple characteristics, including: race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences. | Recommends policies and practices to advance a welcoming and respectful workplace environment as described above.  
Forms respectful relationships with individuals and organizations representing various constituencies, and seeks regular input to better understand potential issues and to enhance recruitment and retention efforts.  
Supports implementation of unit strategic plans related to a welcoming and respectful workplace environment.  
Engages in on-going self-reflection and continues to advance one’s own knowledge and skills related to fostering a welcoming and respectful workplace environment.  
Recognizes and addresses disrespectful or non-welcoming behavior in one’s unit/department. |

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<th>TECHNICAL COMPETENCIES</th>
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<td><strong>Athletic Recruiting (Proficiency level: Working)</strong></td>
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<td>Knowledge of and ability to select talented students for participation on sports teams and scholarships consistent with NCAA rules.</td>
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- 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. |

| **Exercise Physiology (Proficiency level: Extensive)** |  |
| Knowledge of the human body's reactions and changes under acute and chronic exercise conditions; ability to measure, assess and adapt physiology during exercise. |  
- 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. |
The University of Iowa Department of Intercollegiate Athletics
Job Description: Assistant Baseball Coach – Pitching Coach

### Budgeting (Proficiency Level: Working)

| Knowledge of, and ability to apply, policies and practices for planning and administering a budget. | • 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. |

### 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. | • 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. |

### Desktop Tools (Proficiency level: Working)

| 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.  
| | • Participates in some advanced functions of at least one product.  
| | • Performs first-level problem resolution tasks. |

### 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. |
The University of Iowa Department of Intercollegiate Athletics  
Job Description: Assistant Baseball Coach – Pitching Coach

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<th>Assesses the reusability of existing curricula and training components.</th>
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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>
<th>Deals with a variety of potential ethical conflicts in various sports situations.</th>
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<td>Participates in investigating, documenting, and addressing allegedly unethical behavior.</td>
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<td>Monitors and controls specific ethical issues such as appropriate recruiting, gifts, equipment and apparel use, etc.</td>
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<td>Resolves legal and operational consequences of a breach of ethics.</td>
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<td>Uses local, state, and federal legislation and guidelines for managing conduct.</td>
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<td>Applies policies and procedures designed to ensure compliance with ethical code.</td>
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### Relationship Management (Proficiency Level: Extensive)

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<tr>
<th>Ability to establish and build healthy working relationships and partnerships with colleagues within and external to own unit, those to whom services are provided, vendors, the public, regulatory/governmental agencies, etc., all of whom may be seen as “customers” or receivers of services provided by the University.</th>
<th>Maintains productive, long-term relationships with &quot;customers.&quot;</th>
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<td>Conducts periodic reviews of work effort, progress, issues, and successes.</td>
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<td>Creates opportunities to educate teams on &quot;customer&quot; priorities.</td>
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<td>Participates in defining the terms of the services provided in a collaborative relationship.</td>
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<td>Communicates to &quot;customers&quot; regarding expectations of all parties.</td>
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<td>Empowers others to establish collaborative, healthy relationships.</td>
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### 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>
<th>Evaluates the validity of athletic performance measurements and goals.</th>
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<td>Optimizes existing SPM systems, tools and procedures.</td>
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<td>Monitors the implementation and quality of SPM improvement activities.</td>
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<td>Coaches others on the effective application of advanced SPM methods, processes, etc.</td>
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<td>Foresees obstacles and barriers that could impact SPM activities and resolves any related problems.</td>
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The University of Iowa Department of Intercollegiate Athletics
Job Description: Assistant Baseball Coach – Pitching Coach

- Provides insight into the effectiveness of performance improvement activities.

### 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.
- 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.

### 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
The University of Iowa Department of Intercollegiate Athletics  
Job Description: Assistant Baseball Coach – Pitching Coach

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.

POSITION QUALIFICATIONS

Required Qualifications:

- Bachelor’s degree (or international equivalent) or equivalent combination of education and experience;
- Successful baseball coaching (Pitching Specifically) experience (3+ years) at the postsecondary or professional level.
- Proven ability to successfully identify and accurately assess the talent of baseball athletes at an elite level of the sport through the use of video analysis systems and exercise science technologies.
- Extensive experience utilizing a variety of video systems and technologies to collect data and develop analytics to optimize pitching and scouting in order to maximize overall player development.
- Excellent oral and written communication skills, as demonstrated through public speaking engagements, clinician experience, and/or use of effective and creative training/coaching techniques.
- Professional experience working effectively with individuals from a variety of backgrounds and perspectives, demonstrating strong interpersonal skills and ability to build trusting relationships;
- Operate effectively within a highly regulated team environment.
- A valid U.S. driving license and the ability to meet The University of Iowa Fleet Safety Program driving standards.

Desired Qualifications:

- Basic knowledge and understanding of the professionalism and intensity necessary to successfully contribute to a Division I athletics program.
- Genuine passion for and experience with supporting the holistic development of student-athletes, recognizing the interconnectedness of mental health and overall well-being;
- Working knowledge of and ability to:
  - comply with NCAA rules and regulations;
  - effectively communicate with and successfully recruit national caliber student-athletes;
- Demonstrated experience in off-campus talent assessment;
- Experience with Trackman, Pulse Sensor, Rapsodo, and Edgertronic Camera video systems and computer software.
- Demonstrates extensive proficiency and ability to:
  - encourage and motivate student-athletes through effective analysis, feedback, and use of effective diagnostic/coaching techniques;
  - maintain productive, long-term relationships with staff, students, managers, coaches of prospects, and patrons.