

**PROFESSIONAL STAFF
JOB DESCRIPTION**

TITLE: Director of Athletics

Name: Eric Schoh

BASIC FUNCTION AND RESPONSIBILITY: Serves as the primary administrator to provide leadership in matters relating to the overall administration of the athletics department. He shall be responsible for the overall management of the intercollegiate athletics program with the policies, procedures and guidelines established by the President of the College, Vice President and Dean of Students, NSIC and the NCAA.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Represent Wayne State College and the Athletic Department in a positive manner with a high degree of integrity and quality.
2. Promote and support Wayne State College and its mission.
3. Promote and support Wayne State College Athletic Department's program mission and goals.
4. Direct, supervise, and evaluate all aspects of men's and women's intercollegiate athletics, summer sports camps, and the Recreation Center.
5. Determine funding requirements, budgeting, public and media relations, business, operational, program and policy development, and fundraising functions.
6. Develop strategic plans for establishing a competitive program within the conference and DII level of participation.
7. Ensure compliance with College, NSIC, and NCAA policies, rules, regulations governing the operation of the athletic program including adherence to Title IX and rules monitoring the eligibility of student athletes.
8. In conjunction with College Relations and the Development Office, develop, plan, and organize the annual fund campaign for athletics.
9. Maximize exposure and visibility for the athletic program by developing public relations and media relations efforts to extensively promote the prestige of the athletic department and the College.
10. Develop and direct planning processes that respond to current and future program needs and ambitions.
11. Generate enthusiasm and financial support for the athletic programs through season tickets, merchandise, general ticket sales, and promotional activities for students, faculty, staff, alumni, and the community.
12. Participate fully in conference and national activities.
13. Coordinate provision of team services and game operations for all sports.
14. Supervise facilities and events.
15. Hire, supervise and evaluate coaching and support staff.
16. Other duties and responsibilities as assigned by the VP and Dean of Students.

SUPERVISION RECEIVED: Vice President and Dean of Students

SUPERVISION EXERCISED: Athletic Department staff

KNOWLEDGE AND EXPERIENCE: Master's degree or the equivalent; two years of administration or management experience; two years of college-level experience.

SPECIAL REQUIREMENTS: Possession of a valid driver's license and a good driving record.

TYPE OF APPOINTMENT: FTE Athletics (1.00 FT FTE)

Total FTE: 1.00

**PROFESSIONAL STAFF
JOB DESCRIPTION**

TITLE: Associate Director of Athletics/Director of Sports & Recreation Facilities

Name: Mike Barry

BASIC FUNCTION AND RESPONSIBILITY: The Associate Director of Athletics will assist the Director of Athletics in the planning and implementation of the sports program. He/she will also coordinate and direct the Recreation Center.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Responsible for all aspects of facilities management and supervision of all WSC Athletic, Recreation, and Intramural facilities.
2. Administer all home athletic events and special events as well as coordinate summer camps. Will be responsible for the proper setup for all athletic contests and the direction of the setup staff. Will be responsible for scheduling all dates of all athletic camps and provide proper setup of facilities to all camps.
3. Daily operation of the WSC Recreation Center.
4. Oversee all maintenance, preparation for use and care of facilities. Will direct staff in preventive and ongoing maintenance of equipment, building, facilities, and grounds.
5. Schedule of the facilities for both on campus and off campus groups. Will work closely with coaches, custodial and maintenance staff in developing setup coordination and will keep open lines of communication with all individuals involved.
6. Hire and supervise all student and part-time employees.
7. Supervise full-time staff.
8. Coordinate and manage all WSC home athletic events.
9. Coordinate the supervision of all use of WSC athletic, recreation, and intramural facilities when in use by any group.
10. Other duties as assigned by the Director of Athletics.

SUPERVISION RECEIVED: Director of Athletics

SUPERVISION EXERCISED: Event support staff.

KNOWLEDGE AND EXPERIENCE: Prefer Master's degree and at least two years of college-level experience.

TYPE OF APPOINTMENT: FTE Athletics (1.00 FY FTE)

Total FTE: 1.00

**PROFESSIONAL STAFF
JOB DESCRIPTION**

TITLE: Assistant Athletic Director for Business Management

Name: Mitch DeBoer

BASIC FUNCTION AND RESPONSIBILITY: is responsible for all financial functions of the Athletics Office, which includes staffing, budget, and administrative areas.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Oversee the business operations of the WSC Athletic Department, including all revenue and expenditure activity of the department including booster clubs and Foundation transactions within College, NSIC and NCAA guidelines.
2. Responsible for the implementation and facilitation of the Wayne State College Athletic Policies and Procedures Manual in regard to financial control.
3. Work closely with the Wayne State College Budget and Business offices to maintain and follow accurate accounting principles and college budget policies, practices and procedures.
4. Maintain departmental payroll and staffing procedures according to established Human Resources policies and procedures for all Athletic Department functions, events, etc.
5. Fiscal management of summer leagues and camp operations.
6. Process all transactions for ticket sales and other revenue generating activities; accounts receivable and payable; and team travel.
7. Maintain open lines of communication and strong working relationships with other academic offices to meet the student athletes' needs.
8. Ensure the quality of all files, electronic and otherwise, are current and complete ensuring the expeditious retrieval of information.
9. Interact positively with students, parents, boosters, and friends of the athletic department.
10. Perform other duties and responsibilities as assigned by the Athletic Director.

SUPERVISION RECEIVED: Athletic Director

SUPERVISION EXERCISED: Student assistants, event management workers, ticket sellers, and Sports Information Director.

KNOWLEDGE AND EXPERIENCE: Bachelor's degree or equivalent professional experience is required; minimum two years experience working within an NCAA athletics department preferred; knowledge of and experience working with computerized systems is preferred; attention to detail, excellent written and verbal communication skills, and the ability to positively interact with students, faculty and staff also preferred.

**PROFESSIONAL STAFF
JOB DESCRIPTION**

TITLE: Athletic Trainer

Name: Muffin Morris

BASIC FUNCTION AND RESPONSIBILITY: Administration of the Athletic Training program that is consistent with the mission and goals of the Wayne State College Athletic Department.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Represent Wayne State College and the Athletic Department in a positive manner with a high degree of integrity and quality.
2. Promote and support Wayne State College and its mission.
3. Promote and support Wayne State College Athletic Department's program mission and goals.
4. Provide leadership in the planning and operation of the program.
5. Administer one program within the policies of Wayne State College, NSIC, and the NCAA.
6. Coordinate documentation, filing, and all maintenance of all medical related records.
7. Organize and facilitate all daily operations related to Athletic Training.
8. Adhere to operating and equipment budgets as established by the Athletic Department.
9. Establish effective interpersonal relations with coaches, players, administration, students, local medical personnel, and the public.
10. Select graduate and student assistants in cooperation with the Director of Athletics.
11. Delegate responsibilities to graduate assistants and student assistants.
12. Supervise and evaluate graduate assistants and student trainers.
13. Assist in promotion and public relations activities for the Wayne State College Athletic Department.
14. Enforce discipline and courtesy with the use of Wayne State College training facilities.
15. Evaluate and review the program and to recommend changes and improvements to the Director of Athletics.
16. Assist in monitoring summer strength and conditioning activities for the department.
17. Other duties as assigned by the Director of Athletics.

SUPERVISION RECEIVED: Director of Athletics

SUPERVISION EXERCISED: Provides leadership over assistant athletic trainer, graduate assistants and student trainers when appropriate.

KNOWLEDGE AND EXPERIENCE: Bachelor's degree from a CAATE accredited program required; prefer Master's degree and two years of college-level athletic training experience.

SPECIAL REQUIREMENTS: NATABOC Certified Athletic Trainer, Nebraska State Licensure or eligible, CPR/First Aid Certification, possession of a valid drivers license.

TYPE OF APPOINTMENT: FTE Student Services/Athletics (1.0 FY FTE)

Total FTE: 1.0

**PROFESSIONAL STAFF
JOB DESCRIPTION**

Title: Assistant Athletic Trainer

Name: Jordan Ried

BASIC FUNCTION AND RESPONSIBILITY: Administration of the Athletic training program that is consistent with the mission and goals of the Wildcat Sports Medicine Center and Wayne State College Athletic Department.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Represent Wildcat Sports Medicine, the Athletic Department, and Wayne State College in a positive manner with a high degree of integrity and quality.
2. Promote and support Wildcat Sports Medicine and Wayne State College and its mission.
3. Promote and support Wildcat Sports Medicine program mission and goals.
4. Assist with leadership in the planning and operation of the athletic training program.
5. Administer to the needs of various teams within the policies of Wayne State College, NSIC, NCAA, and NATA.
6. Assist with the coordination of documentation, filing, and maintenance of all medical related records.
7. Assist in with organizing and facilitating all daily operations related to Athletic Training.
8. Adhere to operating and equipment budgets as established by Wayne State College.
9. Establish effective interpersonal relations with coaches, players, administrators, students, local medical personnel, and the public.
10. Assist in the supervision and evaluation of graduate assistant and student assistants.
11. Enforce Training Room Rules.
12. Evaluate and review the program and recommend changes and improvements to the Head Athletic Trainer.
13. Assist in monitoring summer strength and conditioning activities for the department.
14. Other duties assigned by the Head Athletic Trainer.

SUPERVISION RECEIVED: Head Athletic Trainer

SUPERVISION EXERCISED: Leadership for graduate assistant and student assistants.

KNOWLEDGE AND EXPERIENCE: Bachelor's degree from a CAATE accredited program required; prefer Master's degree and two years of college-level athletic training experience.

SPECIAL REQUIREMENTS: NATABOC Certified Athletic Trainer, Nebraska State Licensure or eligible, CPR/First Aid Certification, possession of a valid drivers license.

TYPE OF APPOINTMENT: FTE Student Services/Athletics (1.0 FY FTE)

Total FTE: 1.0

**PROFESSIONAL STAFF
JOB DESCRIPTION**

TITLE: Sports Information Director

Name: Mike Grosz

BASIC FUNCTION AND RESPONSIBILITY: The Sports Information Director will assist the Director of Athletics and Director of College Relations. He/she will promote and coordinate public relations for the Athletic Department.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Represent Wayne State College and the Athletic Department in a positive manner with a high degree of integrity and quality.
2. Promote and support Wayne State College and its mission.
3. Promote and support Wayne State College Athletic Department's program mission and goals.
4. Provide leadership in the planning and operation of the program.
5. Administer one's program within the policies of Wayne State College, NSIC, and the NCAA.
6. Assist in promotion and public relations activities for the Wayne State College Athletic Department.
7. Select graduate and student assistants in cooperation with the Director of Athletics.
8. Delegate responsibilities to graduate assistants and student assistants.
9. Supervise and evaluate assistants.
10. Supervise and coordinate a comprehensive daily media relations effort designed to generate and maintain interest in Wayne State College athletics.
11. Maintain records, statistics, and results of players, teams, and coaches.
12. Coordinate all press box operations during games.
13. Establish, communicate and enforce press-box and post-game interview policies.
14. Supervise public address announcers and message board operators. Provide them with appropriate messages to inform fans of upcoming events and other important information.
15. Recruit, supervise, and instruct graduate assistants and student assistants.
16. Design, write, and edit all athletic department publications and news releases.
17. Initiate, coordinate, and conduct campaigns to achieve conference, regional, and national honors for student-athletes and coaches.
18. Compile and update appropriate statistics for all Wayne State athletic programs. Report statistics to conference and national offices.
19. Establish effective interpersonal relationship with coaches, players, administration, students and the public.
20. Provide timely, accurate responses to media and public informational requests.
21. Provide advice on media relation matters to athletic staff, coaches, and student- athletes.
22. Work with marketing coordinator regarding design and placement of ads in game programs, public address announcements and coordination of game day promotions.
23. Update Wayne State College athletics website on a timely and consistent basis.
24. Other duties as assigned by Director of Athletics.

SUPERVISION RECEIVED: Director of Athletics

SUPERVISION EXERCISED: Provides leadership over graduate assistants when appropriate.

KNOWLEDGE AND EXPERIENCE: Prefer Master's degree and at least two years of college-level experience and/or professional media experience.

TYPE OF APPOINTMENT: FTE Athletics (1.00 FY FTE)

Total FTE: 1.00

**PROFESSIONAL STAFF
JOB DESCRIPTION**

TITLE: Compliance Coordinator/SWA

Name: Lindsay Erwin

BASIC FUNCTION AND RESPONSIBILITY: The Compliance Coordinator will oversee all academic and eligibility functions of the Athletic Department.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Represent Wayne State College and the Athletic Department in a positive manner with a high degree of integrity and quality.
2. Promote and support Wayne State College and its mission.
3. Promote and support Wayne State College Athletic Department's program mission and goals.
4. Provide leadership in the planning and operation of the program.
5. Administer the compliance office within the policies of Wayne State College, NSIC, and the NCAA.
6. Assist in promotion and public relations activities for the Wayne State College Athletic Department.
7. Oversee compliance of all student-athletes.
8. Ensure squad list (NCAA software and Wayne State College VAX) is current.
9. Coordinate and implement Athletic Academic Program and provide mentors for at-risk student-athletes.
10. Oversee athletic department book return.
11. Provide general counsel for student-athletes regarding registration process and drop/add procedure.
12. Serve as liaison between coaches and department chairs/deans regarding scheduling and class additions.
13. Assist the Associate Director of Athletics in event management.
14. Other duties as assigned by the Director of Athletics.

SUPERVISION RECEIVED: Director of Athletics

KNOWLEDGE AND EXPERIENCE: Prefer Master's degree and at least two years of college-level experience.

TYPE OF APPOINTMENT:

FTE Athletics (.81 FY FTE); Records/Registrar (.10 FY FTE); Rec Center (.09 FY FTE) Total FTE: 1.0

**PROFESSIONAL STAFF
JOB DESCRIPTION**

TITLE: Head Volleyball Coach

Name: Scott Kneifl

BASIC FUNCTION AND RESPONSIBILITY: Recruits, trains and provides guidance to members of the volleyball team in a manner which promotes the academic, athletic and social success of athletes and is consistent with the mission and goals of the Wayne State College Athletic Department.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Represent Wayne State College and the Athletic Department in a positive manner with a high degree of integrity and quality.
2. Promote and support Wayne State College and its mission.
3. Promote and support Wayne State College Athletic Department's program mission and goals.
4. Promote volleyball.
5. Provide leadership in the planning and operation of the program.
6. Administer volleyball program within the policies of Wayne State College, NSIC, and the NCAA.
7. Provide an environment conducive to a high level of academic performance by team members.
8. Work with other college resources to retain students on the WSC campus.
9. Organize and facilitate all daily practice sessions, contest preparation, competition and off-season training.
10. Adhere to operating, equipment and scholarship budgets as established by the Athletic Department.
11. Delegate responsibilities to assistants, student coaches, managers, and squad members.
12. Develop and maintain a successful recruiting system while maintaining a high level of visibility within Wayne State College's service region.
13. Assist in promotion and public relations activities for the Wayne State College Athletic Department.
14. Supervise and evaluate assistant coaches.
15. Schedule contests in accordance with the policies set forth by Wayne State College.
16. Coordinate travel and meal considerations for away contests.
17. Select assistant coaches in cooperation with the Director of Athletics.
18. Organize and run summer camps to help young players improve their athletic skills and create positive exposure for Wayne State College's volleyball program.
19. Enforce discipline and sportsmanship behavior.
20. Evaluate and review the program and to recommend changes and improvements to the Director of Athletics.
21. Provide appropriate and timely information to the SID for distribution.
22. Teach volleyball theory class in the HHPS department in a manner that enables students to achieve their highest academic development.
23. Other duties as assigned by the Director of Athletics.

SUPERVISION RECEIVED: Director of Athletics; HHPS Department Chair

SUPERVISION EXERCISED: Assistant coaches, graduate assistants, and student coaches.

KNOWLEDGE AND EXPERIENCE: Bachelor's degree required; Prefer Master's degree and at least two years of college-level coaching experience.

SPECIAL REQUIREMENTS: Possession of a valid driver's license and a good driving record.

TYPE OF APPOINTMENT: FTE Athletics (.92 FY FTE)

Total FTE: .92

**PROFESSIONAL STAFF
JOB DESCRIPTION**

TITLE: Assistant Volleyball/Event Management

Name: Kim Edwards

BASIC FUNCTION AND RESPONSIBILITY: Assist in the planning and implementation of the above programs.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Represent Wayne State College and the Athletic Department in a positive manner with a high degree of integrity and quality.
2. Promote and support Wayne State College and its mission.
3. Promote and support Wayne State College Athletic Department's program mission and goals.
4. Assist volleyball program within the policies of Wayne State College, NSIC, and the NCAA.
5. Assist the head coach in planning and operation of the program.
6. Provide leadership in implementation of the program.
7. Perform duties as assigned by head coach.
8. Assist the Associate Director of Athletics with coordination and management of WSC home athletic events.
9. Assist in monitoring summer strength and conditioning activities for the department.
10. Teach three credit hours per year in HHPs.

SUPERVISION RECEIVED: Head Volleyball Coach

SUPERVISION EXERCISED: Provides leadership over graduate assistants and student coaches (assistants) when appropriate.

KNOWLEDGE AND EXPERIENCE: Prefer Master's degree and at least two years of college-level coaching experience.

SPECIAL REQUIREMENTS: Possession of a valid driver's license and a good driving record.

TYPE OF APPOINTMENT: FTE Athletics (.80 FY FTE); FTE Rec Center (.20 FY FTE) Total FTE: 1.00

**PROFESSIONAL STAFF
JOB DESCRIPTION**

TITLE: Head Football Coach

Name: Dan McLaughlin

BASIC FUNCTION AND RESPONSIBILITY: Recruits, trains and provides guidance to members of the football team in a manner which promotes the academic, athletic and social success of athletes and is consistent with the mission and goals of the Wayne State College Athletic Department.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Represent Wayne State College and the Athletic Department in a positive manner with a high degree of integrity and quality.
2. Promote and support Wayne State College and its mission.
3. Promote and support Wayne State College Athletic Department's program mission and goals.
4. Promote football program.
5. Provide leadership in the planning and operation of the program.
6. Administer football program within the policies of Wayne State College, NSIC, and the NCAA.
7. Provide an environment conducive to a high level of academic performance by team members.
8. Work with other college resources to retain students on the WSC campus.
9. Organize and facilitate all daily practice sessions, contest preparation, competition and off-season training.
10. Adhere to operating, equipment and scholarship budgets as established by the Athletic Department.
11. Delegate responsibilities to assistants, student coaches, managers, and squad members.
12. Develop and maintain a successful recruiting system while maintaining a high level of visibility within Wayne State College's service region.
13. Assist in promotion and public relations activities for the Wayne State College Athletic Department.
14. Supervise and evaluate assistant coaches.
15. Schedule contests in accordance with the policies set forth by Wayne State College.
16. Coordinate travel and meal considerations for away contests.
17. Select assistant coaches in cooperation with the Director of Athletics and HHPS Department Chair.
18. Organize and run summer camps to help young players improve their athletic skills and create positive exposure for Wayne State College's football program.
19. Enforce discipline and sportsmanship behavior.
20. Evaluate and review the program and to recommend changes and improvements to the Director of Athletics.
21. Provide appropriate and timely information to the SID for distribution.
22. Teach football theory class in the HHPS department in a manner that enables students to achieve their highest academic development.
23. Other duties as assigned by the Director of Athletics.

SUPERVISION RECEIVED: Director of Athletics

SUPERVISION EXERCISED: Assistant coaches, graduate assistants, and student coaches.

KNOWLEDGE AND EXPERIENCE: Bachelor's degree required; Prefer Master's degree and at least two years of college-level coaching experience.

SPECIAL REQUIREMENTS: Possession of a valid driver's license and a good driving record.

TYPE OF APPOINTMENT: FTE Athletics (.92 FY FTE)

Total FTE: .92

**PROFESSIONAL STAFF
JOB DESCRIPTION**

TITLE: Assistant Football Coach

Name: Scott McLaughlin

BASIC FUNCTION AND RESPONSIBILITY: Recruits, trains and provides guidance to members of the football team in a manner which promotes the academic, athletic and social success of athletes and is consistent with the mission and goals of the Wayne State College Athletic Department.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Represent Wayne State College and the Athletic Department in a positive manner with a high degree of integrity and quality.
2. Promote and support Wayne State College and its mission.
3. Promote and support Wayne State College Athletic Department's program mission and goals.
4. Assist football program within the policies of Wayne State College, NSIC, and the NCAA.
5. Assist the head coach in planning and operation of the program.
6. Provide leadership in implementation of the program.
7. Perform duties as assigned by head coach.
8. Assist in monitoring summer strength and conditioning activities for the department.

SUPERVISION RECEIVED: Head Football Coach; HHPS Department Chair.

SUPERVISION EXERCISED: Provides leadership over other assistant coaches, graduate assistants, and student coaches when appropriate.

KNOWLEDGE AND EXPERIENCE: Prefer Master's degree and at least two years of college-level coaching experience.

SPECIAL REQUIREMENTS: Possession of a valid driver's license and a good driving record.

TYPE OF APPOINTMENT: FTE Athletics (1.0 FTE)

Total FTE: 1.00

**PROFESSIONAL STAFF
JOB DESCRIPTION**

TITLE: Assistant Football Coach/Equipment Coordinator

Name: Alex Wood

BASIC FUNCTION AND RESPONSIBILITY: Recruits, trains and provides guidance to members of the football team in a manner which promotes the academic, athletic and social success of athletes and is consistent with the mission and goals of the Wayne State College Athletic Department.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Represent Wayne State College and the Athletic Department in a positive manner with a high degree of integrity and quality.
2. Promote and support Wayne State College and its mission.
3. Promote and support Wayne State College Athletic Department's program mission and goals.
4. Assist football program within the policies of Wayne State College, NSIC, and the NCAA.
5. Assist the head coach in planning and operation of the program.
6. Provide leadership in implementation of the program.
7. Advise student athletes in their major field of study as it relates to NCAA and NSIC eligibility and progress towards degree requirements.
8. Perform duties as assigned by head coach.

Athletic Equipment Position

1. Responsible for researching and ordering all athletic team equipment.
2. Work with Assistant Athletic Director for Business Services on all bids.
3. Develop and maintain a system for returning, receiving, and taking inventory of all athletic equipment.
4. Develop and manage the equipment budget.
5. Organize day-to-day scheduling and monitoring of athletic laundry personnel.
6. Work with coaches and managers of all teams to coordinate the preparation of all game and practice gear.
7. Select assistants in cooperation with the Associate Director of Athletics.
8. Delegate responsibilities to assistants.
9. Supervise and evaluate assistants.

SUPERVISION RECEIVED: Head Football Coach; Athletic Director; Associate Athletic Director; and Assistant Athletic Director for Business Services.

SUPERVISION EXERCISED: Provides leadership over graduate assistants and student coaches (assistants) when appropriate; supervises laundry personnel.

KNOWLEDGE AND EXPERIENCE: Bachelor's degree required; Prefer Master's degree and at least two years of college-level coaching experience.

SPECIAL REQUIREMENTS: Possession of a valid driver's license and a good driving record.

TYPE OF APPOINTMENT: FTE Athletics (1.0 FY FTE)

Total FTE: 1.00

**PROFESSIONAL STAFF
JOB DESCRIPTION**

TITLE: Assistant Football Coach

Name: John McMenamin

BASIC FUNCTION AND RESPONSIBILITY: Recruits, trains and provides guidance to members of the football team in a manner which promotes the academic, athletic and social success of athletes and is consistent with the mission and goals of the Wayne State College Athletic Department.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Represent Wayne State College and the Athletic Department in a positive manner with a high degree of integrity and quality.
2. Promote and support Wayne State College and its mission.
3. Promote and support Wayne State College Athletic Department's program mission and goals.
4. Assist football program within the policies of Wayne State College, NSIC, and the NCAA.
5. Assist the head coach in planning and operation of the program.
6. Provide leadership in implementation of the program.
7. Perform duties as assigned by head coach.
8. Advise student athletes in their major field of study as it relates to NCAA and NSIC eligibility and progress towards degree requirements.

SUPERVISION RECEIVED: Head Football Coach.

SUPERVISION EXERCISED: Provides leadership over graduate assistants and student coaches (assistants) when appropriate.

KNOWLEDGE AND EXPERIENCE: Bachelor's degree required; Prefer Master's degree and at least two years of college-level coaching experience.

SPECIAL REQUIREMENTS: Possession of a valid driver's license and a good driving record.

TYPE OF APPOINTMENT: FTE Athletics (1.0 FY FTE)

Total FTE: 1.00

**PROFESSIONAL STAFF
JOB DESCRIPTION**

TITLE: Head Women's Soccer Coach/
Assistant Marketing Coordinator

Name: Molly Grisham

BASIC FUNCTION AND RESPONSIBILITY: Recruits, trains and provides guidance to members of the soccer team in a manner which promotes the academic, athletic and social success of athletes and is consistent with the mission and goals of the Wayne State College Athletic Department.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Represent Wayne State College and the Athletic Department in a positive manner with a high degree of integrity and quality.
2. Promote and support Wayne State College and its mission.
3. Promote and support Wayne State College Athletic Department's program mission and goals.
4. Promote soccer program.
5. Provide leadership in the planning and operation of the program.
6. Administer soccer program within the policies of Wayne State College, NSIC, and the NCAA.
7. Provide an environment conducive to a high level of academic performance by team members.
8. Maintain a retention rate equal to or better than the general student body.
9. Organize and facilitate all daily practice sessions, contest preparation, competition and off-season training.
10. Adhere to operating, equipment and scholarship budgets as established by the Athletic Department.
11. Delegate responsibilities to assistants, student coaches, managers, and squad members.
12. Develop and maintain a successful recruiting system while maintaining a high level of visibility within Wayne State College's service region.
13. Assist in promotion and public relations activities for the Wayne State College Athletic Department.
14. Supervise and evaluate assistant coaches.
15. Schedule contests in accordance with the policies set forth by Wayne State College.
16. Coordinate travel and meal considerations for away contests.
17. Select assistant coaches in cooperation with the Director of Athletics.
18. Enforce discipline and sportsmanship behavior.
19. Evaluate and review the program and to recommend changes and improvements to the Director of Athletics.
20. Provide appropriate and timely information to the SID for distribution.
21. Coordinate marketing and promotions activities during home basketball contests.
22. Work with corporate sponsors to promote home basketball games and sponsored activities.
23. Other duties as assigned by the Director of Athletics.

SUPERVISION RECEIVED: Director of Athletics.

SUPERVISION EXERCISED: Assistant coaches, graduate assistants, and student coaches.

KNOWLEDGE AND EXPERIENCE: Prefer Master's degree and at least two years of college-level coaching experience.

SPECIAL REQUIREMENTS: Possession of a valid driver's license and a good driving record.

TYPE OF APPOINTMENT: FTE Athletics Student Services/Athletics (1.0 FY FTE) Total FTE: 1.00

**PROFESSIONAL STAFF
JOB DESCRIPTION**

TITLE: Head Women's Basketball Coach

Name: Chris Kielsmeier

BASIC FUNCTION AND RESPONSIBILITY: Recruits, trains and provides guidance to members of the women's basketball team in a manner which promotes the academic, athletic and social success of athletes and is consistent with the mission and goals of the Wayne State College Athletic Department. Instructor in the HHPS department.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Represent Wayne State College and the Athletic Department in a positive manner with a high degree of integrity and quality.
2. Promote and support Wayne State College and its mission.
3. Promote and support Wayne State College Athletic Department's program mission and goals.
4. Promote women's basketball program.
5. Provide leadership in the planning and operation of the program.
6. Administer women's basketball program within the policies of WSC, NSIC, and the NCAA.
7. Provide an environment conducive to a high level of academic performance by team members.
8. Work with other college resources to retain students on the WSC campus.
9. Organize and facilitate all daily practice sessions, contest preparation, competition and off-season training.
10. Adhere to operating, equipment and scholarship budgets as established by the Athletic Department.
11. Delegate responsibilities to assistants, student coaches, managers, and squad members.
12. Develop and maintain a successful recruiting system while maintaining a high level of visibility within Wayne State College's service region.
13. Assist in promotion and public relations activities for the Wayne State College Athletic Department.
14. Supervise and evaluate assistant coaches.
15. Schedule contests in accordance with the policies set forth by Wayne State College.
16. Coordinate travel and meal considerations for away contests.
17. Select assistant coaches in cooperation with the Director of Athletics.
18. Organize and run summer camps to help young players improve their athletic skills and create positive exposure for Wayne State College's basketball program.
19. Enforce discipline and sportsmanship behavior.
20. Evaluate and review the program and recommend changes and improvements to the Director of Athletics.
21. Provide appropriate and timely information to the SID for distribution.
22. Teach basketball theory class in the HHPS department in a manner that enables students to achieve their highest academic development.
23. Other duties as assigned by the Director of Athletics.

SUPERVISION RECEIVED: Director of Athletics; HHPS Department Chair.

SUPERVISION EXERCISED: Assistant coaches, graduate assistants, and student coaches.

KNOWLEDGE AND EXPERIENCE: Bachelor's degree required; Prefer Master's degree and at least two years of college-level coaching experience.

SPECIAL REQUIREMENTS: Possession of a valid driver's license and a good driving record.

TYPE OF APPOINTMENT: FTE Athletics (.92 FY FTE)

Total FTE: .92

**PROFESSIONAL STAFF
JOB DESCRIPTION**

TITLE: Assistant Women's Basketball Coach/Event Management/
Cheerleading Advisor

Name: Kelly Kielsmeier

BASIC FUNCTION AND RESPONSIBILITY: The assistant coach will assist the head coach in the planning and implementation of the sports program. As an Instructor in the HHPS department, this position is responsible for teaching three (3) credit hours per academic year.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Represent Wayne State College and the Athletic Department in a positive manner with a high degree of integrity and quality.
2. Promote and support Wayne State College and its mission.
3. Promote and support Wayne State College Athletic Department's program mission and goals.
4. Assist the women's basketball program within the policies of Wayne State College, NSIC, and the NCAA.
5. Assist the head coach in planning and operation of the program.
6. Provide leadership in implementation of the program.
7. Travel is required for games, recruitment efforts, and other needs of the basketball program and Athletic Department.
8. Perform other duties consistent with the scope of responsibilities for this position as assigned by head coach.
9. Advise student athletes in their major field of study as it relates to NCAA and NSIC eligibility and progress towards degree requirements.
10. Assist the Associate Director of Athletics with coordination and management of WSC home athletic events.
11. Assist in monitoring summer strength and conditioning activities for the department.
12. Other duties as assigned by the head coach.
13. Supervise the Cheerleading program.

SUPERVISION RECEIVED: The Head Basketball Coach supervises this position; however, the Assistant Basketball Coach must be able to work independently, exercising good judgment and professionalism. Supervision for teaching responsibilities is received from the HHPS Department Chair.

SUPERVISION EXERCISED: This position is responsible for the supervision of athletes, graduate assistant(s), casual part time workers, and volunteers.

KNOWLEDGE AND EXPERIENCE: Bachelor's degree required; Prefer Master's degree and at least two years of college-level coaching experience.

SPECIAL REQUIREMENTS: Possession of a valid driver's license and a good driving record.

TYPE OF APPOINTMENT: FTE Athletics (0.80 FY FTE), Rec Center (0.20 FY FTE) Total FTE: 1.0

**PROFESSIONAL STAFF
JOB DESCRIPTION**

TITLE: Head Men's Basketball Coach

Name: Paul Combs

BASIC FUNCTION AND RESPONSIBILITY: Recruits, trains and provides guidance to members of the men's basketball team in a manner which promotes the academic, athletic and social success of athletes and is consistent with the mission and goals of the Wayne State College Athletic Department.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Represent Wayne State College and the Athletic Department in a positive manner with a high degree of integrity and quality.
2. Promote and support Wayne State College and its mission.
3. Promote and support Wayne State College Athletic Department's program mission and goals.
4. Promote men's basketball program.
5. Provide leadership in the planning and operation of the program.
6. Administer men's basketball program within the policies of Wayne State College, NSIC, and the NCAA.
7. Provide an environment conducive to a high level of academic performance by team members.
8. Maintain a retention rate equal to or better than the general student body.
9. Organize and facilitate all daily practice sessions, contest preparation, competition and off-season training.
10. Adhere to operating, equipment and scholarship budgets as established by the Athletic Department.
11. Delegate responsibilities to assistants, graduate assistant, student coaches, managers, and squad members.
12. Develop and maintain a successful recruiting system while maintaining a high level of visibility within Wayne State College's service region.
13. Assist in promotion and public relations activities for the Wayne State College Athletic Department.
14. Supervise and evaluate assistant coaches.
15. Schedule contests in accordance with the policies set forth by Wayne State College and the NCAA.
16. Coordinate travel and meal considerations for away contests.
17. Select assistant coaches in cooperation with the Director of Athletics.
18. Organize and run summer camps to help young players improve their athletic skills and create positive exposure for Wayne State College's basketball program.
19. Enforce discipline and sportsmanship behavior.
20. Evaluate and review the program and to recommend changes and improvements to the Director of Athletics
21. Provide appropriate and timely information to the SID for distribution.
22. Other duties as assigned by the Director of Athletics.

SUPERVISION RECEIVED: Director of Athletics

SUPERVISION EXERCISED: Assistant coaches, graduate assistants, and student managers/coaches.

KNOWLEDGE AND EXPERIENCE: Prefer Master's degree and at least two years of college-level coaching experience.

SPECIAL REQUIREMENTS: Possession of a valid driver's license and a good driving record.

TYPE OF APPOINTMENT: FTE Athletics (.92 FY FTE)

Total FTE: .92

**PROFESSIONAL STAFF
JOB DESCRIPTION**

TITLE: Assistant Men's Basketball Coach/Assistant
Golf Coach/Event Manager

Name: John Pugliese

BASIC FUNCTION AND RESPONSIBILITY: Recruits, trains and provides guidance to members of the men's basketball and golf teams in a manner which promotes the academic, athletic and social success of athletes and is consistent with the mission and goals of the Wayne State College Athletic Department.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

Men's Basketball/Event Manager

1. Represent Wayne State College and the Athletic Department in a positive manner with a high degree of integrity and quality.
2. Promote and support Wayne State College and its mission.
3. Promote and support Wayne State College Athletic Department's program mission and goals.
4. Assist men's basketball program within the policies of Wayne State College, NSIC, and the NCAA.
5. Assist the head coach in planning and operation of the program.
6. Provide leadership in implementation of the program.
7. Perform duties as assigned by head coach.
8. Assist in monitoring summer strength and conditioning activities for the department.
9. Assist the Associate Director of Athletics with coordination and management of WSC home athletic events.

Golf

1. Represent Wayne State College and the Athletic Department in a positive manner with a high degree of integrity and quality.
2. Promote and support Wayne State College and its mission.
3. Promote and support Wayne State College Athletic Department's program mission and goals.
4. Promote men's golf program.
5. Assist in the planning and operation of the program.
6. Assist in administering golf programs within the policies of WSC, NSIC, and the NCAA.
7. Provide an environment conducive to a high level of academic performance by team members.
8. Work with other college resources to retain students on the WSC campus.
9. Adhere to operating, equipment and scholarship budgets as established by the Athletic Department.
10. Assist in promotion and public relations activities for the Wayne State College Athletic Department.
11. Enforce discipline and sportsmanship behavior.
12. Evaluate and review the program and recommend changes and improvements to the head coach.
13. Provide appropriate and timely information to the SID for distribution.
14. Other duties as assigned by the Director of Athletics.

SUPERVISION RECEIVED: Director of Athletics/Head Golf Coach (Golf); Men's Basketball Head Coach (Men's Basketball); Associate Director of Athletics (Events)

SUPERVISION EXERCISED: Provides leadership over graduate assistants and student managers/coaches (assistants) when appropriate.

KNOWLEDGE AND EXPERIENCE: Prefer Master's degree and at least two years of college-level coaching experience.

SPECIAL REQUIREMENTS: Possession of a valid driver's license and a good driving record.

TYPE OF APPOINTMENT: FTE Athletics (.80 FY FTE)/ Rec Center (.20 FY FTE) Total: FTE 1.00

**PROFESSIONAL STAFF
JOB DESCRIPTION**

TITLE: Men's & Women's Head Track/X-Country Coach

Name: Marlon Brink

BASIC FUNCTION AND RESPONSIBILITY: Recruits, trains and provides guidance to members of the men and women's track and cross country teams in a manner which promotes the academic, athletic and social success of athletes and is consistent with the mission and goals of the Wayne State College Athletic Department.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Represent Wayne State College and the Athletic Department in a positive manner with a high degree of integrity and quality.
2. Promote and support Wayne State College and its mission.
3. Promote and support Wayne State College Athletic Department's program mission and goals.
4. Promote Track & Field/X-Country programs.
5. Provide leadership in the planning and operation of the programs.
6. Administer Track & Field/X-Country programs within the policies of Wayne State College, NSIC, and the NCAA.
7. Provide an environment conducive to a high level of academic performance by team members.
8. Work with other college resources to retain students on the WSC campus.
9. Organize and facilitate all daily practice sessions, contest preparation, competition and off-season training.
10. Adhere to operating, equipment and scholarship budgets as established by the Athletic Department.
11. Delegate responsibilities to assistants, student coaches, managers, and squad members.
12. Develop and maintain a successful recruiting system while maintaining a high level of visibility within Wayne State College's service region.
13. Assist in promotion and public relations activities for the Wayne State College Athletic Department.
14. Supervise and evaluate assistant coaches.
15. Schedule contests in accordance with the policies set forth by Wayne State College.
16. Coordinate travel and meal considerations for away contests.
17. Select assistant coaches in cooperation with the Director of Athletics.
18. Enforce discipline and sportsmanship behavior.
19. Evaluate and review the program and to recommend changes and improvements to the Director of Athletics.
20. Provide appropriate and timely information to the SID for distribution.
21. Teach track theory class in the HHPS Department in a manner that enables students to achieve their highest academic development.
22. Other duties as assigned by the Director of Athletics.

SUPERVISION RECEIVED: Director of Athletics; HHPS Department Chair.

SUPERVISION EXERCISED: Assistant coaches, graduate assistants, and student coaches.

KNOWLEDGE AND EXPERIENCE: Bachelor's degree required; Prefer Master's degree and at least two years of college-level coaching experience.

SPECIAL REQUIREMENTS: Possession of a valid driver's license and a good driving record.

TYPE OF APPOINTMENT: FTE Athletics (1.00 FY FTE)

Total FTE: 1.00

PROFESSIONAL STAFF JOB DESCRIPTION

TITLE: Head Softball Coach/Fields Manager

Name: Krista Unger

BASIC FUNCTION AND RESPONSIBILITY: Recruits, trains and provides guidance to members of the softball team in a manner which promotes the academic, athletic and social success of athletes and is consistent with the mission and goals of the Wayne State College Athletic Department.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Represent Wayne State College and the Athletic Department in a positive manner with a high degree of integrity and quality.
2. Promote and support Wayne State College and its mission.
3. Promote and support Wayne State College Athletic Department's program mission and goals.
4. Promote softball program.
5. Provide leadership in the planning and operation of the program.
6. Administer softball program within the policies of Wayne State College, NSIC, and the NCAA.
7. Provide an environment conducive to a high level of academic performance by team members.
8. Work with other college resources to retain students on the WSC campus.
9. Organize and facilitate all daily practice sessions, contest preparation, competition and off-season training.
10. Adhere to operating, equipment, and scholarship budgets as established by the Athletic Department.
11. Delegate responsibilities to assistants, student coaches, managers, and squad members.
12. Develop and maintain a successful recruiting system while maintaining a high level of visibility within Wayne State College's service region.
13. Assist in promotion and public relations activities for the Wayne State College Athletic Department.
14. Supervise and evaluate assistant coaches.
15. Schedule contests in accordance with the policies set forth by Wayne State College.
16. Coordinate travel and meal considerations for away contests.
17. Select assistant coaches in cooperation with the Director of Athletics.
18. Enforce discipline and sportsmanship behavior.
19. Evaluate and review the program and recommend changes and improvements to the Director of Athletics.
20. Provide appropriate and timely information to the SID for distribution.
21. Teach softball theory class (or three credit hours of other courses) in the HHPS department in a manner that enables students to achieve their highest academic development.
22. Other duties as assigned by Director of Athletics.

Outdoor Sports & Recreation Fields Coordinator

1. Responsible for the maintenance and upkeep of all outdoor sports and recreation fields.
2. Responsible for preparation of all outdoor fields for all events held on the sports and recreation fields.
3. Select assistants in cooperation with the Associate Director of Athletics.
4. Delegate responsibilities to assistants.
5. Supervise and evaluate assistants.
6. Coordinate with College Groundskeeper to discuss outdoor field issues.

SUPERVISION RECEIVED: Director of Athletics/Associate Director of Athletics

SUPERVISION EXERCISED: Assistant coaches, graduate assistants, and student coaches.

KNOWLEDGE AND EXPERIENCE: Prefer Master's degree and at least two years of college-level coaching experience.

SPECIAL REQUIREMENTS: Possession of a valid driver's license and a good driving record.

TYPE OF APPOINTMENT: FTE Athletics (1.00 FY FTE)

Total FTE: 1.00

**PROFESSIONAL STAFF
JOB DESCRIPTION**

TITLE: Head Baseball Coach & Event/Fields Manager

Name: Brian Disch

BASIC FUNCTION AND RESPONSIBILITY: Recruits, trains and provides guidance to members of the baseball team in a manner which promotes the academic, athletic and social success of athletes and is consistent with the mission and goals of the Wayne State College Athletic Department.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1. Represent Wayne State College and the Athletic Department in a positive manner with a high degree of integrity and quality.
2. Promote and support Wayne State College and its mission.
3. Promote and support Wayne State College Athletic Department's program mission and goals.
4. Promote baseball program.
5. Provide leadership in the planning and operation of the program.
6. Administer one's program within the policies of Wayne State College, NSIC, and the NCAA.
7. Provide an environment conducive to a high level of academic performance by team members.
8. Work with other college resources to retain students on the WSC campus.
9. Organize and facilitate all daily practice sessions, contest preparation, competition and off-season training.
10. Adhere to operating, equipment and scholarship budgets as established by the Athletic Department.
11. Delegate responsibilities to assistants, student coaches, managers, and squad members.
12. Develop and maintain a successful recruiting system while maintaining a high level of visibility within Wayne State College's service region.
13. Assist in promotion and public relations activities for the Wayne State College Athletic Department.
14. Supervise and evaluate assistant coaches.
15. Schedule contests in accordance with the policies set forth by Wayne State College.
16. Coordinate travel and meal considerations for away contests.
17. Select assistant coaches in cooperation with the Director of Athletics.
18. Enforce discipline and sportsmanship behavior.
19. Evaluate and review the program and to recommend changes and improvements to the Director of Athletics.
20. Provide appropriate and timely information to the SID for distribution.
21. Teach baseball theory class in the HHPS Department in a manner that enables students to achieve their highest academic development.
22. Other duties as assigned by the Director of Athletics.

Outdoor Sports & Recreation Fields Coordinator

1. Responsible for the maintenance and upkeep of all outdoor sports and recreation fields.
2. Responsible for preparation of all outdoor fields for all events held on the sports and recreation fields.
3. Select assistants in cooperation with the Associate Director of Athletics.
4. Delegate responsibilities to assistants.
5. Supervise and evaluate assistants.
6. Coordinate with College Groundskeeper to discuss outdoor field issues.

SUPERVISION RECEIVED: Director of Athletics; HHPS Department Chair/Associate Director of Athletics.

SUPERVISION EXERCISED: Assistant coaches, graduate assistants, and student coaches.

KNOWLEDGE AND EXPERIENCE: Prefer Master's degree and at least two years of college-level coaching experience.

SPECIAL REQUIREMENTS: Possession of a valid driver's license and a good driving record.

TYPE OF APPOINTMENT: FTE Athletics (1.0 FY FTE)

Total FTE: 1.00

**NEBRASKA STATE COLLEGE SYSTEM
CLASSIFICATION DESCRIPTION**

OFFICE ASSISTANT II

Name: Deb Harm

Scope of Work

(May perform all the duties of an Office Assistant I, plus the following)

This is responsible clerical and reception work of moderate complexity requiring professional discretion in the fulfillment of work responsibilities. Performs varied tasks such as being accountable for a wide range of duties related to student records and information and reception and clerical support for the office or department. Work includes producing reports and documents from rough draft, dictation or verbal instruction, transcribing and distributing meeting minutes and coordinating staff/faculty appointments, meetings and travel arrangements. An employee within this classification is expected to exercise independent judgment in determining work priorities in accordance with departmental policies and procedures. Specific and general instructions are received from an administrative superior with work reviewed in the form of observation, efficiency and accuracy of work produced. Leadership may be provided for other clerical staff.

Examples of Work

Accesses various forms of information in order to compose, type and prepare routine correspondence, memoranda, student examinations, manuscripts, reports, forms and related materials; reviews and monitors operational forms for accuracy and compliance with established guidelines seeking corrections from appropriate personnel as needed; produces reports and documents from rough draft, dictation or verbal instruction; records, transcribes and distributes meeting minutes.

Answers general and operational requests for information either person or over the telephone; greets and directs visitors, students and staff; receives and routes correspondence and messages; opens, sorts and distributes mail.

Maintains office files, records and inventory of supplies; prepares and records payroll documents for student workers or employees; records expenditures and maintains budgetary and financial records.

Compiles and summarizes information and prepares standard forms and routine reports; maintains individual and departmental calendars; coordinates staff/faculty appointments, meetings and travel arrangements.

May train, schedule and guide the work of other clerical personnel; monitors office operations and staff work flow.

Performs other duties assigned.

Preferred Knowledge, Skills and Abilities

Knowledge of business English, composition and basic mathematical functions.

Knowledge of modern office practices and procedures.

Knowledge of computer word processing, spreadsheet and database applications

Ability to maintain clerical records and financial data.

Ability to perform routine clerical tasks including the preparation of correspondence, reports and memos.

Ability to communicate effectively both orally and in writing with the general public and a diverse staff and student population.

Ability to train, schedule, guide and evaluate the work of other clerical staff.

Skill in the operation of a personal computer, typewriter, calculator and various common office equipment.

Preferred Training and Experience

Graduation from Senior High School or equivalent supplemented by an Associate degree in Business Administration or related field and two years of clerical experience.

Minimum Requirements

Graduation from Senior High School or equivalent supplemented by general clerical or business coursework and one to two years of clerical experience or any combination of skills, knowledge and abilities that meet these requirements.

Special Requirements

Incumbent may be required to pass a standard job-related typing/keyboarding test.

Essential Duties

Each college will determine for their own use the essential duties assigned to this position.

The foregoing is a general description of this position and may be changed from time to time by the System Administration.