

## POSITION ANNOUNCEMENT

### Assistant Football Coach

Northeast Mississippi Community College is now accepting applications for a full-time 12-month Assistant Football Coach. This position will provide academic advising to student athletes, maintain and monitor study halls and dormitory for student athletes, and help coordinate recruiting efforts for the football program.

#### QUALIFICATIONS:

##### **Required -**

- Master's degree or working toward degree in any field.
- Teach and communicate effectively.
- Ability to work with students from all ethnic backgrounds.
- Desire to work with student athletes on and off the football field, especially in the classroom.
- Create a good working relationship with all faculty and staff.
- Excellent written and interpersonal communication skills.
- Experience integrating technology with teaching and coaching.
- Experience in recruiting student athletes.

##### **Preferred –**

- Master's Degree or higher level of education.
- Five years coaching and recruiting experience at the college level.
- History of networking with high school coaches and student athletes.
- Experience with Federal financial aid regulations at the college level concerning Pell Grants and other Federal and state student aid.
- An understanding of the role and mission of community college athletics within the higher education system.

##### **APPLICATION DEADLINE:**

Until filled

##### **SALARY:**

Based on education and experience

##### **APPLICATION MATERIALS:**

To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work.

*(Applications currently on file can be activated for this position by submission of a cover letter.)*

##### **APPLICATION MATERIALS SHOULD BE DIRECTED TO:**

Human Resources  
Northeast Mississippi Community College  
101 Cunningham Boulevard  
Booneville, MS 38829

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.

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Northeast Mississippi Community College  
November 2022**

**POSITION:** Assistant Football Coach

**REPORTS TO:** Head Football Coach

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**ROLE:** *Full-time, twelve-month, staff position assisting with the football program. The coach will provide academic advising to student athletes, maintain and monitor study halls and dormitory for student athletes, and help coordinate recruiting efforts for the football program.*

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ACTIVITIES:

Athletic

1. Help coordinate recruiting efforts within the football program.
2. Work closely with faculty to monitor student attendance and advancement in class.
3. Assist in practice planning and evaluation of student athletes.
4. Provide assistance in selecting and purchasing equipment and supplies.
5. Collaborate with the Head Coach to prepare goals, plan, and coordinate summer football camps.
6. Participate in professional organizations.
7. Remain informed of changes and trends in the profession.
8. Support Head Coach and the entire institution.
9. Promote the success of each student athlete on and off the football field.
10. Monitor class attendance for student athletes.
11. Assist in supervising student athletes in the dormitory.
12. Assist in decision making during practice sessions.
13. Work closely with Head Coach on making game day preparations and advise during games on strategies and decisions.
14. Assist in maintaining all athletic facilities to an acceptable level.
15. Evaluate student athletes efficiently during the recruiting process.

Teaching

1. Teach Physical Education courses as requested, including spring and summer sessions.
2. Work to ensure that student majors are correctly enrolled in classes according to placement policies.
3. Assist in curriculum development.
4. Teach at non-traditional times (evenings and weekends) or locations as an overload as needed.
5. Assist in selection of appropriate textbooks, equipment and supplies to keep current and enhance student success.
6. Be familiar with current trends and technology and be willing to try new methods in order to keep the

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- curriculum up-to-date.
7. Be committed to student success and excellence in teaching.
  8. Be available to assist students during conference periods each day.
  9. Work closely with other instructors in the division to ensure quality and uniformity in course offerings.
  10. Perform other duties as assigned by the Head Coach, the Athletic Director, and the President.

*NOTE: Job description, role, and activities may change at any time without prior notice.*