

**Title:** Assistant Men's and Women's Swim  
& Dive Coach

**Department:** Athletics

Robert Davenport  
Prepared by

4/20/17  
Date

Approved by

Date

**Supervision Received:** This position will be supervised by the Head Men's and Women's Swim and Dive coach

**Supervision Given:** Graduate Assistant coaches and student workers

### **OBU Mission Statement**

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

### **Expectations for all Employees**

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic.*
- *Efficiency is achieved through wise management of human and financial resources.*
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### **Purpose:**

To assist with operation and coaching of the men and women's swimming and diving teams to function more efficiently and to provide added skills and attributes for success. Must comply with all NCAA, Great American Conference and institutional rules and regulations.

### **Essential Functions:**

- Assist with recruiting, fundraising, and coaching.
- Coordinate fundraising efforts, conference calls, crowd sourcing.
- Assist with travel arrangements and manage sponsor agreement contract.
- Oversee meet entries on Team Manager and Meet Manager systems.
- Manage equipment ordering and distribution.
- Assist with special activities including parent and award functions.
- Monitor athlete academics and oversee study hall.
- Travel nationally and internationally for competition and recruiting.
- Conduct dryland and weight workouts.
- Collaborate with admissions, student life, academics to ensure student integration.

**Other Duties:**

- Stay within prescribed budget.
- Connect culturally with international students.
- Maintain a lifestyle commensurate with God's kingdom and the mission of OBU.

**Qualifications:**

**Knowledge, Skills and Abilities:**

- Knowledge of NCAA rules and regulations; proven administrative, coaching and recruiting skills; bilingual preferred; required certifications (CPR, AED, First-Aid, Lifesaving); using digital and emerging technologies; meet operations; budgeting.

**Education:**

- **Required:** Bachelor's Degree
- **Preferred:** Master's Degree

**Experience:**

- **Required:** Former college swimmer with high school coaching experience.
- **Preferred:** Former college swimmer with international collegiate coaching experience

**Physical Requirements:**

- Must be in good health with ability to perform all required functions.

**Special Requirements:**

- Must be an active member of a local evangelical church.

<p><b>Complete this section after reviewing the description with the employee.</b> <i>OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.</i> The job description was reviewed during <input type="checkbox"/> New Employee Orientation or <input type="checkbox"/> Performance Evaluation*.</p>			
_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
<p><i>* If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.</i></p>			