



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Head Men's Basketball Coach
Job Class: Administration
Department: Athletic Department
Reports to: Athletic Director
FLSA status: Exempt

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For an Otterbein Employment Application or more information: Please visit <http://www.otterbein.edu/public/About/Careers.aspx>.

BENEFITS at Otterbein include: tuition benefits for employees and their dependents, paid holidays, medical, dental, vision, and competitive employer contributions to a 403(b) retirement plan. To learn more about our Men's Basketball team or Otterbein's 20 other competitive athletic programs, please visit <http://otterbeincardinals.com/>

ABOUT OTTERBEIN UNIVERSITY: Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,495 undergraduate students in more than 70 majors and 393 graduate students. Students come from towns throughout Ohio and represent 42 states and 9 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

As a university that educates students of various ethnic and cultural backgrounds, we value a diverse faculty, staff, and administration and seek to create as diverse a pool of candidates as possible. The University is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status.

SUMMARY: Organizes, directs, supervises and administers all phases of a NCAA Division III men's basketball program, by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by the Athletic Director (AD).

The Head Men's Basketball Coach will provide oversight to the men's basketball program.

Recruits, develops, and retains talented and diverse assistant coaches purposefully to create an inclusive environment.

Operates the program while promoting a liberal arts Division III philosophy, giving attention to the development of academic success, moral character, competitive success, and with an emphasis on community service.

Organizes and conducts a successful recruiting program that promotes diversity and inclusion, including: distributing program information, arranging visits, and cooperating with the Office of Admission in a coordinated effort to attract student-athletes with diverse backgrounds and experiences to Otterbein University.

Supports the needs of all students and works with Student Affairs and Academic Affairs units to increase the retention of first generation, students of color, multicultural, international, and other underrepresented populations.

Responsible to the Athletics Director, or their representative, for all administrative areas of the men's basketball program involving, but not limited to, budget, equipment, staff, student-athlete supervision, academic success, OAC, NCAA rules and regulations, facility management, strength and conditioning, alumni relations, campus policies and procedures, and student-athlete image and discipline.

Knowledgeable of, abides by, and confers with AD on all university, departmental, OAC, NCAA rules and policies as outlined in official manuals; Educates all assistant coaches on university, departmental, conference, and NCAA policies; Plans coaching/teaching techniques, conducts film study with coaching staff and student-athletes, coordinates schedules for practice and competitions; Ensures that the conference and NCAA documentation is complete before any participation takes place; Confers with the S.I.D. concerning sports program publicity; Implements the department and university policies concerning sportsmanship and school representation.

Works with the athletic trainers and team physicians for the medical well-being and protection of student-athletes during preseason, regular season, and postseason activities assuring each student-athlete receives a medical examination before participation; Trainers will establish the training room hours for preventative care and rehabilitation; Emergency procedures must be reviewed and established for practice and competition.

Accountable for the physical appearance and personal conduct of all coaches, staff, and players associated with the program. These areas of interest will be kept in accordance with standards of good conduct and image that reflect positively on the program, athletic department, and Otterbein University. The Athletics Director will serve as a resource for the head coach and will assist in administering these standards for all sports.

May be required to drive team and coaches to program related activities.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: BS/BA Degree required. Experience and demonstrated success in teaching, coaching and recruiting. Experience working with an increasingly diverse student body and serving as a champion of inclusivity and diversity. Master's degree preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have a valid driver's license.

LANGUAGE SKILLS: Must demonstrate excellent verbal and written English skills including grammar.

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS: Knowledge of strength and conditioning for university athletes preferred; strong interpersonal and supervisory skills. Must take pride and be thorough in quality of work produced.

REASONING ABILITY: Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies. Must possess excellent customer service skills. Must possess strong organizational skills. Ability to exercise initiative and independent judgment in unusual or new situations. Must be able to work independently and must retain confidential information.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to communicate, reach and use repetitive motions of hands. Must be able to meet regular and predictable attendance standards.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are primarily performed in an athletic arena subject to heat, dust, noises from players and fans.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs
Title IX Coordinator
614.823.1130