



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Assistant Football Coach - Defense
Job Class: Administrative Staff
Department: Athletic Department
Reports to: Head Coach/Athletic Director
FLSA status: Full time

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.

To learn more about The football program at Otterbein, visit <https://otterbeincardinals.com/sports/football>

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

BENEFITS at Otterbein include: tuition benefits for employees and their dependents, 4 weeks of vacation, 11 paid holidays, medical, dental, vision, and competitive employer contributions to a 403(b) retirement plan.

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 University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. 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 working toward one of six master's degrees or a doctor of nursing practice degree. 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.

SUMMARY: Assist Head Football Coach by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Assists the Head Football Coach in conducting a successful intercollegiate football program, ensuring that the program provides positive athletics experience while promoting sportsmanship for its participants, enhances campus life and operate within University, NCAA and OAC conference regulations. Assists the head coach with the daily competitive operation of the football program including but not limited to: teaching sport related skills and strategies, conducting film study, observing student-athletes during practice and games, and preparing practice plans. In addition, this individual will assist with ensuring and monitoring the academic success of the football student-athletes.

Assists in the attraction and retention of student-athletes while promoting a diverse campus environment. Evaluate talent and communicate with high school coaches and prospective student-athletes on the benefits of Otterbein University, while monitoring their progress through the admission process.

Assist with the supervision and coordination of strength and conditioning programs as directed by the head coach. Participates in the planning and monitoring of such activities, including equipment and facility supervision.

Must be able to transport teams via van if necessary. Online testing required through institution.

Responsible for working with the athletic trainers and team physicians for the medical well-being and protection of the

student-athlete during preseason, regular season and post season activities; each athlete must receive a medical evaluation prior to participation; athletic training hours will be posted for preventative care and rehabilitation; emergency procedures must be reviewed, established and followed for practice and competition.

Responsible for the personal conduct of self as well as student-athletes and any others associated with the program. Must be familiar with the Otterbein University Student Code of Conduct and the Student Athlete Handbook and manage to the standards of good conduct and image that will reflect positively on the sport program, the Athletics department and Otterbein University. In addition, the promotion of a diverse and inclusive culture throughout the team, Athletics program, and University is essential.

Any additional administrative assignment will be assigned at the discretion of the Director of Athletics.

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; experience and demonstrated success in teaching, coaching, recruiting and mentoring.

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 general program procedures. Strong interpersonal and supervisory skills. Must take pride in 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.

Requires travel for varsity and junior varsity.

While performing the duties of this job, the employee is frequently required to talk or hear, sit, reach and use repetitive motions of hands and wrists. The employee is occasionally required to stand, walk, stoop or bend. 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 on an athletic field 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