



Track & Field Associate Head Coach

Full Time / Salary / Benefits

REPORTS TO

Cross Country/Track & Field Head Coach

DEPARTMENT

Athletics

EFFECTIVE DATE:

September 2021

JOB SUMMARY

The Track & Field Associate Head Coach will assist the Cross Country/Track & Field Head Coach in providing leadership for the Southern Nazarene University Track & Field Program. While assisting in all aspects of the Track & Field Program, they will play an integral role in the day-to-day administrative responsibilities, player/team spiritual development, daily team training, evaluation and recruitment of student-athletes, academic monitoring, and skill development of student-athletes. There will be a heavy emphasis on recruiting Track & Field student-athletes to grow the overall numbers in the SNU Track & Field Program. Also, this person will be an integral part in helping SNU Athletic and University Administration along with the Cross Country/Track & Field Head Coach in developing a long-term strategic vision/plan for Track & Field facilities on SNU property. This position must work within SNU, the GAC and NCAA guidelines to provide student-athletes an exceptional collegiate experience while competing for championships. They must have a strong Christian commitment with a vital Christian faith and lifestyle while being supportive of the evangelical Mission of Southern Nazarene University.

RESPONSIBILITIES

Required Qualifications:

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU Mission to make Christlike disciples through higher education in a Christ-centered community.
- An understanding of the importance for diversity, inclusion, and equity.
- They need to possess strong character traits and ministry values that express what God can do through them in impacting the coaches, student-athletes, SNU employees and outside persons with whom they interact.
- Needs to passionately support and articulate the University Mission.



- Must have at least an earned bachelor's degree in an applicable field.
- Five years of successful coaching experience and collegiate level coaching experience is preferred.
- A heartfelt commitment to excellence in academics and athletics.
- Demonstrate strong interpersonal skills and the ability to communicate effectively with both internal and external constituencies.
- Demonstrate experience working and implementing initiatives that promote diversity, equity and inclusion.
- Highly organized and skilled in problem-solving and conflict resolution.

Essential Functions:

- Recruit NCAA Division II level Track & Field student-athletes ensuring timely submission of their academic records for admissions
- Direct Assistants in the overall planning and execution of the intercollegiate SNU Track & Field Program as directed by the Cross Country/Track & Field Head Coach
- Work with Financial Aid and Compliance to determine accurate communication and implementation of scholarship awards
- Monitor academic progress and progress towards graduation of student-athletes, implementing action plans through appropriate staff when needed
- Monitor Chapel attendance and lead by example with regular attendance
- Monitor and maintain the discipline and conduct of student athletes to support the image and reputation of SNU Track & Field and SNU Athletics
- Plan coaching and practice sessions in accordance with NCAA and Conference regulations as directed by the Cross Country/Track & Field Head Coach
- Coach team members individually and in groups, demonstrating Track & Field techniques
- Assist in the coordination of strength and conditioning programs for student-athletes
- With direction from the Cross Country/Track & Field Head Coach, help manage operational, budgetary, and administrative activities for the SNU Track & Field Program,
- Work with the Director of Compliance to ensure adherence to all NCAA Division II, Conference and University rules by student-athletes, supporting staff and volunteers
- Continuing education within the sport of Track & Field
- Pass all certifications/testing for NCAA Division II
- Maintain SNU Track & Field facilities and equipment
- Be a Christlike example and create opportunities for student-athletes to grow and develop spiritually ensuring consistent movement towards SNU's Mission "To make Christlike disciples through higher education"

**Supervision Received:**

- Reports to the Cross Country/Track & Field Head Coach

Supervision Exercised:

- At least coaching assistants as the Cross Country/Track & Field Head Coach directs
- Coordination of Volunteers

Apply Online for this position at <https://snu.edu/employment/>

BENEFITS

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.

Updated: August 17, 2020

**SOUTHERN NAZARENE UNIVERSITY
DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

**SOUTHERN NAZARENE UNIVERSITY
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Students contact:
Dean of Students



Southern Nazarene University
Office of Student Life
6612 NW 42nd St.
Webster Commons, Lower Level Suite 110A
Bethany, OK 73008
405-491-6336/ Email: kbradley@snu.edu

Employees contact:

Director of Human Resources (or immediate supervisor)
Southern Nazarene University
6729 NW Expressway
Bresee Hall, Room 306
Bethany, OK 73008
405-491-6333/ Email: gcollier@snu.edu

Chief Diversity Officer

Vice-President for Intercultural Learning and Engagement
Southern Nazarene University
6729 NW 39th Expressway
Bresee Suite 200
Bethany, OK 73008
405-491-6600/ Email: lcrouso@mail.snu.edu

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

Executive Vice President

Southern Nazarene University
6729 NW Expressway
Bresee Suite 202
Bethany, OK 73008
~~405-491-6306~~/ Email: mredwine@snu.edu

TITLE IX DISCLOSURE

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final



determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category. Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).