STAFF VACANCY ANNOUNCEMENT

Assistant Football Coach

Department: Athletics  
Position: Full-time  
Salary: $28,000-$33,000 commensurate with experience  
Union Affiliation: None  
Posting Date: December 2015

Description

The Assistant Football Coach reports to the Head Football Coach and is responsible for assisting the Head Coach in carrying out all activities necessary to accomplish the objectives of this sport within the guidelines of the NAIA, Frontier Conference and the University.

Primary Duties and Responsibilities

- Coordinate activities through the Head Football Coach.
- Assist Head Coach in recruiting, instructing and retaining highly skilled student-athletes for the football team.
- Provide instruction to football student-athletes on the fundamentals, details and strategies of football as assigned by the Head Coach.
- Responsible for adhering to all policies and regulations of the Director of Athletics, University, Frontier Conference and NAIA.
- Assist in marketing and promotion of football.
- Counsel student athletes in sport participation, personal development and academics.
- Work with the Admissions Office to enroll student-athletes.
- Assist in the monitoring of student-athletes academic progress.
- Assist in fundraising in both football and with major fund raisers in the Athletic Department.
- Drive student athletes or other students to team activities and/or athletic events.
- Assist Head Coach in developing game strategies.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to effectively teach fundamentals, position details and strategies of football during preparation and practice sessions.
- Ability to motivate teams to become successful.
- Ability to travel and recruit student athletes.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and HUDL.
Ability to communicate effectively and appropriately.
Ability to maintain confidentiality of records and information.
Ability to interact in an effective appropriate manner with diverse populations, the University community and the public.
Ability to detect and correct grammatical and spelling errors in written correspondence.
Ability to maintain files accurately, in paper and in software programs.
Ability to handle multiple tasks simultaneously.
Ability to achieve certification to drive student-athletes to team athletic events.
Ability to scout opponents.
Ability to organize, coordinate and work summer camps.

Minimum Qualifications

- Bachelor’s degree.
- Playing or coaching experience at the college, university or professional level.
- Valid driver’s license.
- A proven record of integrity, high principles and demonstrated skill in developing and motivating student athletes academically and athletically.
- A background check will be required of the successful applicant.

Preferred Qualifications

- Master’s degree.

Application

To apply, please submit a cover letter, resume and list of three reference to:

BJ Robertson, Head Football Coach
The University of Montana Western
710 South Atlantic Street
Dillon, MT 59725

You may send materials electronically to bj.robertson@umwestern.edu. No phone calls please. Applications accepted until position filled. Review of applications will begin immediately.

The University & Dillon Area

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of south western Montana. The campus Full-Time Equivalent (FTE) for student enrollment is approximately 1,350. Montana Western has over 60 FTE faculty members, features small classes for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in
which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to achieve academic excellence by sustaining a culture of concentrated experiential education. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.