Lincoln University Job Description

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<th>Job title:</th>
<th>Head Women's Basketball Coach</th>
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<tr>
<td>Department:</td>
<td>Athletics</td>
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<td>Reports to:</td>
<td>Director of Athletics</td>
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**Job Summary:**

The Head Women’s Basketball Coach will be responsible for planning, promoting and administering a quality NCAA Division II women’s basketball program. The individual will be responsible for recruitment, retention, skill training as it relates to developing a successful NCAA Division II women’s basketball program. In addition to the women’s basketball coaching assignment, the individual will be assigned additional responsibilities by the Director of Athletics. The Director of Athletics will serve as the primary supervisor of this position.

**Qualifications:**

- Bachelor’s degree required.
- Five years of successful basketball coaching experience at the college level.
- Division II coaching experience preferred.
- Successful recruiting experience.
- Must have proven success in coaching, supervising and working with student-athletes.
- Must have the ability to accept and carryout assigned program responsibilities.
- Must have the ability to pass the NCAA recruiting test and have a thorough understanding of the NCAA rules and regulations.
- Must have a demonstrated commitment to high academic standards for student-athletes and their ability to succeed both academically and athletically.
- Must communicate effectively with people from varied social, educational, and economic backgrounds.
- Must be able to handle multiple tasks and projects and prioritize based on departmental functionality.
- Ability to maintain a high level of confidentiality.
- Must have a high level of professional appearance and demeanor.
- Must be mature, dependable, have a willingness to help others, and serve as a positive role model for students.

**Essential Duties and Responsibilities:**

- Plans, promotes and administers a quality Division II basketball program.
- Manages all aspects of the basketball program.
- Manages the program budget and staff.
- Develops a strong recruiting base of top-quality athletes.
- Maintains basketball records.
- Displays effective on-court teaching and coaching methods.
- Schedules and maintains equipment.
- Monitors student-athletes in academics, athletics, and personal matters.
- Maintains a competitive Division II schedule, floor practices, promotions and summer camp programs.
- Conducts fund-raising campaigns and maintains good community relations.
- All other duties as assigned by the Athletics Director.

**Physical Demands:**

Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, and bend and reach.

**Working conditions:**

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.

**Application Submission:**

- Submit a letter of interest/cover letter.
- A detailed resume listing qualifications and experience
- Names, addresses, and telephone numbers of at least three professional references.

To apply, please submit documentation to the following address:

Office of Human Resources  
Lincoln University  
1570 Baltimore Pike  
P.O. Box 179  
Lincoln University, PA  19352

Or

Email: hr@lincoln.edu

**IMPORTANT NOTE:** Please indicate Job Title on Subject Line when emailing.