

NOTICE OF VACANCY

POSITION TITLE: Assistant Men's Soccer Coach

SALARY: \$30,000 annually

REPORTS TO: Head Men's Soccer Coach

BENEFITS: Institutional fringe package includes health, dental, and vision coverage, life insurance, FSA, and retirement plans. Paid sick leave.

POSITION DETAILS: Full-time

HOURS: The Assistant Men's Soccer Coach has varied working hours depending on the stage of the year, required travel, etc. Expectations are as follows:

Fall Term: Minimum of 8 office hours per week, excluding practices and games.

Spring & Summer Terms: Minimum of 15 office hours per week, excluding practices and games.

Practices: Attendance at all scheduled practices is required, arriving at least 1 hour before and staying at least 1 hour after.

Games: Attendance at all home and away games is required throughout the fall and spring seasons, arriving at least 3 hours before home games and staying at least 1 hour after.

SUPERVISORY DUTIES: None

POSITION SUMMARY: The Assistant Coach reports directly to the Head Coach and will carry out all requested duties the Head Coach assigns. They are responsible for overseeing the functions of the men's soccer reserve program.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for a significant portion of the recruiting process, with a primary focus on identifying, recruiting, and signing qualified players for the reserve team.
- Attend showcase events, high school and club games, utilize online recruiting tools, coordinate campus visits, and maintain regular communication with recruits through calls, emails, and texts.
- Guide signed players through the admissions and enrollment process.



- Schedule and coordinate reserve team practices and games, working with local colleges and club teams to develop a competitive schedule while ensuring alignment with the varsity team.
- Actively participate in all scheduled team activities, meetings, practices, and games, as attendance is required.
- Lead fundraising efforts, including alumni outreach, securing local sponsorships, and proposing new revenue-generating initiatives.
- Maintain soccer facilities, including mowing, lining, and fertilizing fields, as well as organizing and maintaining storage areas.
- Manage team finances in accordance with University budget and finance policies by ordering and tracking gear, maintaining inventory, ensuring adequate training equipment, managing travel and operational expenses, and submitting receipts for reimbursement.
- Assist the Head Coach in planning and executing structured practices and game-day strategies.
- Build rapport and foster relationships with student-athletes year-round, providing mentorship, monitoring academic progress, and implementing strategies to support both academic and athletic success.
- Oversee program social media accounts, posting engaging content to connect with alumni, recruits, and the college community.
- Drive 15-passenger vehicles for team travel; a Commercial Driver's License (CDL) will be required.
- Ensure compliance with NAIA rules and university policies in all aspects of the program.
- Take initiative in managing responsibilities and completing tasks efficiently while maintaining open communication with the Head Coach.
- Attend reserve team games as assigned by the Head Coach, providing support to the Reserve Coach as needed.
- Organize and manage the arrival process for student-athletes, including overseeing airport pick-up and ensuring smooth transportation to campus.
- Develop itineraries and organizational processes to improve the program's daily operations.
- Perform other duties as assigned by the Head Coach.

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Bachelor's degree, and one (1)+ years or coaching experience and/or participation in the sport itself at the varsity level.
- Must hold and maintain a valid, unrestricted United States driver's license, with an insurable driving history as determined by USAO's insurance carrier.
- Demonstrated knowledge of innovative and proven coaching strategies and techniques.
- Demonstrated leadership abilities, with a commitment to developing and maintaining a positive and productive playing environment for all team members.
- Proven ability to provide mentoring and leadership to student-athletes and a commitment to student-athlete welfare. Demonstrated knowledge of and adherence to NCAA rules/ requirements relevant to the conduct of an intercollegiate program.
- Proven ability to work effectively with diverse groups. Excellent interpersonal and communication skills. Excellent analytical and decision-making skills.
- Ability to work and/or travel a flexible schedule to include evening, weekend, or limited overnight assignments.

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.
- Physical skill and effort is very important for this position. Every practice involves physical effort whether it be demonstrating a skill or conditioning.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Ability to work non-traditional schedules including nights and weekends.
- A significant amount of time is also spent at traveling tournaments for recruiting purposes and other gym/training facilities.

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). When completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts.

ABOUT USAO:

The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education "to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience." For more information about USAO, see www.usao.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.