



POSITION DESCRIPTION

POSITION INFORMATION		
Position Title		Today's Date
Head Men's Basketball Coach		2/26/2025
Position Classification		Appointment (9mos. / 12 mos. / Other)
Unclassified		12-Months
Normal Position Work Dates		FLSA
07/01 - 06/30 (12 Months)		Exempt
FTE (1.0 is Full-Time)		Classification Title (Classified Only)
1.0		
Department/Division		Work Location
Athletics		Monmouth Campus
Reports to		Position Number
Executive Director of Intercollegiate Athletics		E99307
Incumbent		Reports to Position Number
		E99856

SUMMARY
Please provide a brief summary of the position.
<p>The Head Men's Basketball Coach reports to the Executive Director of Intercollegiate Athletics and supervises assistant coaches along with student managers/student assistants. The individual will work closely with other coaches, department administrative support staff and other units of the university (administrators, faculty, and staff) in addition to being the point person for all men's basketball program items. Responsible for oversight of all aspects of leading a competitive basketball program in the Great Northwest Athletic Conference, this includes but is not limited to coaching, recruiting, academic oversight, managing daily administrative duties, fundraising, public relations, conducting institutional camps and clinics, and adhering to the rules and regulations of the university, NCAA, and GNAC. Other duties include but are not limited to, student athlete development, budget tracking, facility coordination, and management of assistant coaches. Athletics staff are expected to maintain a professional appearance and demeanor, and uphold Western Oregon University policies and procedures, including but not limited to Title IX and FERPA.</p>

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of "% of Time" equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental

85%	Developing, directing, and advancing an intercollegiate men's basketball program. Identifying recruits and selecting quality student-athletes. Oversee the organization and planning of practice and competitive strategies. Oversee student-athletes' skill and physical development in all facets of the game, both individual and team play. Monitor student-athletes' academic progress, performance, and retention culminating in graduation. Lead and motivate student-athletes to maximize their potential. Perform the basketball program administrative duties as a Head Coach. Prepare, implement, and enforce team rules along with enforcing both the Athletic Department's and WOU's Student Code of Conduct. Demonstrate knowledge, understanding, and commitment to compliance with Western Oregon University, NCAA, GNAC policies and regulations. Demonstrate the knowledge and the skills to lead a competitive Division II men's basketball program. Remain current on all trends, methods, and innovations related to basketball coaching. Create a positive and nurturing practice and team culture environment in which student-athletes can develop and excel in their athletic, academic, and campus/community service endeavors. Work effectively with department support services personnel to enhance the welfare and personal, social, academic, and athletic development of student athletes.	Essential
15%	Participate in program and department fundraising, public relations, and promotional efforts. Participate/coach/teach in program camps/clinics for the basketball program. Other duties as assigned by the Executive Director of Intercollegiate Athletics.	Essential

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Bachelor's degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master's degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
High School or College Coaching Experience	3-5 Years	6-8 Years	
Fiscal management	1-2 Years	3-5 Years	Athletics related area
Student-athlete and team development	1-2 Years	3-5 Years	

SOFT SKILLS			
Soft Skill	Required	Preferred	Notes
Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Adaptability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Problem-Solver	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Time Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Positive attitude	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

CERTIFICATES, LICENSES, REGISTRATIONS			
(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input type="checkbox"/> None			
Driver's license	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Must be able to drive rental or motor pool vehicles
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 st Aid/CPR/AED Certification

SUPERVISION			
Check the box next to each supervision level utilized by this position.			
Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.		<input type="checkbox"/>
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*		<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.		<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.		<input checked="" type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.		<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.		<input type="checkbox"/>

SUPERVISION CONTINUED

Level 7 The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level. ☐

If Level 3 or above is selected, please list direct reports:

Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title
Assistant Coach(es)	2-3

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).

Scope of Decisions Made:	Policy Driven
Impact of Decision Made:	Unit/Department
Autonomy and Discretion:	Independent Work, Overall Direction
Fiscal Authority:	Unit/Department
Fiscal Responsibilities:	Transactions
Operating Budget (\$):	\$
Grant Funding (\$):	\$
Number of Grants:	
Foundation Funding (\$):	\$
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

WORKING CONDITIONS

Typical Work Functions*
(check all that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Balancing | <input type="checkbox"/> Carrying |
| <input type="checkbox"/> Climbing | <input type="checkbox"/> Crawling |
| <input checked="" type="checkbox"/> Crouching/ Stooping | <input checked="" type="checkbox"/> Driving |
| <input checked="" type="checkbox"/> Feeling/Handling | <input checked="" type="checkbox"/> Keyboarding/Computer Use |
| <input type="checkbox"/> Personal Protective Equipment | <input type="checkbox"/> Pulling/Pushing |
| <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Regular interaction with customers |
| <input type="checkbox"/> Repetitive movement | <input checked="" type="checkbox"/> Sitting |
| <input checked="" type="checkbox"/> Speaking | <input checked="" type="checkbox"/> Specific Work Schedule |

<input type="checkbox"/> Squatting <input checked="" type="checkbox"/> Telephone Use <input checked="" type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Standing <input type="checkbox"/> Twisting/Bending <input checked="" type="checkbox"/> Writing
--	--

Typical Working Environment and Hazards* (check all that apply)	<input type="checkbox"/> Normal office environment <input type="checkbox"/> Chemicals <input type="checkbox"/> Darkness/Poor Lighting <input type="checkbox"/> Electrical Hazards <input type="checkbox"/> Fire Hazards <input checked="" type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Animals/Wildlife <input type="checkbox"/> Confined Spaces <input type="checkbox"/> Dust/Fumes <input type="checkbox"/> Explosives <input type="checkbox"/> Heights <input checked="" type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input type="checkbox"/> Moving machinery/Heavy Equipment <input type="checkbox"/> Noise <input checked="" type="checkbox"/> Potential Combative Work Environment <input checked="" type="checkbox"/> Traffic <input checked="" type="checkbox"/> Weather Extremes	<input type="checkbox"/> Near-Continuous Use of Video Display <input type="checkbox"/> Pathogens <input type="checkbox"/> Radiation <input type="checkbox"/> Vibration

Lifting Demands*	Up to 25 pounds
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Up to 25%
Work Schedule (if not typical or specified)	Nights, weekends, and overnight stays

ADDITIONAL REQUIREMENTS

Background/Education Check: A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests: Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date

Supervisor Printed Name	Supervisor Signature / Date
Randi Lydum	
Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFACT <input type="checkbox"/> Electronically Filed			
NOTES:			