



Head Track & Field Coach

JOB TITLE: Head Track & Field Coach
DEPARTMENT: Athletics
SUPERVISOR: Vice President for Athletics

GENERAL JOB DESCRIPTION

Tiffin University located in Tiffin, OH 44883. Tiffin University is accepting resumes for the position of the Head Track & Field Coach. Responsibilities include (but not limited to) the operation and administration of the program in accordance with the policies, procedures and by-laws of Tiffin University, the athletic department, and NCAA Division II. Duties consist of recruiting, budget development and fiscal management, practice planning, scheduling, travel arrangements, fund raising and promotion of the team with alumni, the campus and community.

MAJOR DUTIES AND RESPONSIBILITIES

- Practice and game preparation, recruiting and retention of student-athletes, hiring and supervision of assistant coaches, budget management, fundraising, scheduling, public relations, community service and strict adherence to all NCAA and university rules.
- Responsible for directing the planning, organizing scheduling, and coaching of the Track & Field program.
- Provide leadership and instruction in the personal and athletic development of student-athletes.
- Direct and coordinate the activities of the Track & Field staff to include the planning, organizing, and coaching of the team.
- Ensure compliance with University, Conference, and NCAA policies.
- Direct the Track & Field staff in the preparation of analyses of opponent teams.
- Analyze game statistics and tactical data of opponents and prepare game plans accordingly.
- Counsel team members in academic, disciplinary, and personal matters.



- Consult University administration and faculty for resolution of problems as required.
- Assign event-group area to and supervise the Track & Field Staff in the recruitment of new players.
- Determine recipients of Track & Field scholarships.
- Determine fiscal requirements and prepare budgetary recommendations.
- Monitor, verify, and reconcile expenditures of budgeted funds.
- Direct various personnel function including, but not limited to, hiring, performance appraisals, promotions, transfers and vacation schedules.
- Study, evaluate, and implement innovations in Track & Field strategy and equipment.
- Develop, coordinate, and publicize camp programs and fundraising activities.
- Represent Tiffin University Athletic Department in professional, civic, charity, and alumni events.

QUALIFICATIONS FOR THE JOB

- Candidates must have a Bachelor's Degree from an accredited institution, Master's is preferred.
- Strong communication and interpersonal skills.
- A record of integrity and leadership.
- A willingness to advance the goals of the Tiffin University Department of Athletics, including fundraising; and a commitment to the academic success and graduation of student-athletes.
- Knowledge or background of Ohio, or the surrounding area is preferred.
- Salary will be commensurate with qualifications and experience.

KEY COMPETENCIES

Interdependence: Fosters collaboration

Communication: Strong decision making and communication skills

Accountability: Formulates effective and progressive strategies aligned with University mission and values

Respect: Creates an engaging, collaborative work environment by bringing diverse people and ideas together.

Entrepreneurship: Influences and Inspires



We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Tiffin University is an Equal Opportunity Employer