



Assistant Women's Volleyball Coach

POSITION:	Assistant Women's Volleyball Coach
SUPERVISOR:	Head Women's Volleyball Coach
DEPARTMENT:	Athletics: Women's Volleyball
LOCATION:	On-campus, located in Tiffin, OH
JOB TYPE:	Full-time
GRANT-FUNDED:	No
SOC Code:	27-2022

General Job Description for the Assistant Women's Volleyball Coach:

Tiffin University, a member of the NCAA Division II, is seeking a dedicated and motivated Assistant Women's Volleyball Coach to join the coaching staff for the Women's Volleyball program. This position will support the Head Coach in all aspects of the Women's Volleyball program, including (but not limited to) practice and meet preparation, recruiting and retention of student-athletes, managing and updating NCAA Eligibility Center status for athletes, fundraising, scheduling, public relations, community service, and strict adherence to all NCAA and University rules.

Key Responsibilities for the Assistant Women's Volleyball Coach:

- Maintain a minimum event group squad size as established by the university.
- Organize, prepare, and conduct individual and team practices, training, and competition.
- Assists in the identification and recruitment of potential student-athletes in accordance with NCAA and university rules, regulations, guidelines, and standards.
- Educates prospective student-athletes on admission standards and NCAA Eligibility Center requirements.
- Leads, monitors, and coordinates academic performance.
- Assists in the coordination and administration of the overall program, as required.
- Represents the sports program to various institutional programs and externally to the media, government agencies, funding agencies, students, parents, and the general public.
- Valid driver's license.
- Performs miscellaneous job-related duties as assigned.
- Assist with recruiting
- Log all NCAA practice hours and keep the schedule up to date.
- Man all video recording tasks, schedule practice recordings, match recordings, upload score sheets after matches, and make sure that the roster is up to date.
- Assist with the Extended Varsity Program as needed.
- Manage all away game day preparations, food, hotels, bus schedule, and trip itineraries.

Minor Key Responsibilities for the Assistant Women's Volleyball Coach:

- Strong communication and interpersonal skills.
- Proven record of integrity and leadership.
- Willingness to advance the goals of the Tiffin University Department of Athletics, including fundraising.
- A commitment to the academic success and graduation of student-athletes.



- Knowledge of international/nationwide/statewide recruiting is *preferred*.

Qualifications for the Assistant Women's Volleyball Coach:

Education

- A Bachelor's degree is required.
- A master's degree from an accredited institution is *preferred*.

Experience

- A minimum of two years of coaching/playing experience at the college level.

Why Join Tiffin University?

Tiffin University offers a collaborative, mission-driven environment where your financial expertise directly supports student success and institutional growth. We value innovation, transparency, and partnership—and provide the opportunity to make a meaningful impact.

At Tiffin University, we believe in taking care of our employees. That's why all full-time employees enjoy a comprehensive benefits package designed to support their health, financial security, and work-life balance:

- Medical, dental, and vision insurance to keep you and your family healthy.
- Health Savings Account with annual employer incentive contribution & Flex Spending Account with options to save pre-tax dollars for medical, dental, and vision expenses.
- Employer-paid basic life insurance and long-term disability, plus voluntary plans for supplemental life insurance and short-term disability.
- A 403(b)-retirement plan with employer matching contributions to help you plan for the future.
- Generous paid annual and sick leave, plus paid holidays throughout the year.
- Educational tuition benefits for you and eligible family members.
- Access to a confidential Employee Assistance Program (EAP) for personal and professional support.

Tiffin University provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. While we strive for a diverse mix of candidates, all employment decisions are made without regard to race, sex, or other protected characteristics.



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