

WARREN WILSON COLLEGE

Position Description

POSITION: Head Men's Basketball Coach/Sports Information Director

DEPARTMENT: Athletics and Adventure Sports

REPORTS TO: Director of Athletics

POSITION SUMMARY:

The primary areas of responsibility for this position include oversight and operation of the Men's Basketball Team and Sports Information offices, including all aspects of coaching, recruiting, budgeting, scheduling, and managing the men's intercollegiate basketball program within the policies and philosophy of Warren Wilson College. The Coach/Director serves as the liaison between the media and the Athletic Department by developing and maintaining all internal and external communications.

SPECIFIC RESPONSIBILITIES:

Coaching Responsibilities

- Recruit new student-athletes through visits, scouting, phone calls, correspondence, camps, and clinics.
- Recruit student-athletes who are capable of academic, athletic, and social success in a competitive academic, athletic and work environment.
- Work effectively with student-athletes, staff, faculty, and administrators through good communication and interpersonal skills.
- Oversee and manage budgets.
- Organize all travel operations including scheduling, budgeting, driving and proper management of student-athletes.
- Maintain a professional appearance when representing the college.
- Provide successful leadership for student-athletes both on and off the court.
- Submit a year end report of basketball season to the Athletic Director.
- Establish a working and coaching presence in the athletic offices.
- Collaborate with other athletic and campus groups for gym use and game scheduling.

Sports Information Director Responsibilities

- Develop publications for all sports programs
- Maintain statistical data and records
- Develop and maintain an effective presence on the web and the most appropriate forms of new media.
- Operate and run statcrew software for game stats

- Produce editorial content for media guides, game programs, news releases, websites, fund-raising flyers, and print advertising.
- Nominate and publicize student-athletes for various awards, honors, and special recognitions.
- Assist with the promotion of home events and fundraisers.
- Supervise and manage a student crewmember.
- Assist with game day management.

WORKING CONDITIONS:

Frequent evening and weekend hours

Qualifications

- Bachelor's Degree required, Master's Degree preferred.
- General knowledge of intercollegiate sports and sports information.
- Proficiency in utilizing computer software programs including desktop publishing
- Preference given to the candidate who has playing and coaching experience at the collegiate level.
- Minimum of 2 years experience in related fields which include program development, collegiate coaching and computer skills.
- Valid drivers license or the ability to obtain one required.

This position description is not all-inclusive, as other tasks or responsibilities may be assigned.