# Assistant Soccer Coach/Assistant Housing Director

**Department:** Athletics  
**Job Status:** Full Time  
**FLSA Status:** Exempt  
**Reports To:** Head Soccer Coach/Residence Hall Director  
**Grade/Level:** Admin/Prof  
**Amount of Travel Required:** As needed  
**Work Schedule:** As assigned by supervisors  
**Positions Supervised:**  
**Contract Length:** 10 months

## GENERAL STATEMENT OF DUTIES:

**Assistant Housing Director:** Under the general supervision of the Director of Housing, the Assistant Director of Housing works cooperatively with the Director of Housing in overseeing the student housing facility, dealing with day to day issues which may arise with the occupants, and providing a safe and opportunistic setting for the students to achieve the total college experience.

**Assistant Soccer Coach:** Under the general supervision of the Head Soccer Coach, the Assistant Soccer Coach is responsible for all aspects that go into running a successful Men's & Women's collegiate soccer program. Those duties include, but are not limited to recruiting, scheduling, planning practice, on field coaching, fundraising, scouting, video breakdown, academic success, field maintenance, along with other duties of an assistant coach.

Northeast Texas Community College is a member of the National Junior College Athletic Association (NJCAA Division I) and the Region XIV Athletic Conference. Administration, coaches, and the Board of Trustees govern intercollegiate athletics at NTCC within appropriate national, regional, and conference by-laws.

## MAJOR RESPONSIBILITIES:

**Assistant Housing Director:**
- Reside in the residence hall and share on-call duties with the Director of Housing.
- Attend all workshops, in-service training programs and meetings as designated by the Director of Housing. This includes regular meetings with the Director for the purpose of planning residence hall activities and building staff unity.
• Work cooperatively with the recruitment and admissions office in student recruiting.
• Work to create a quality housing environment which will attract students and student athletes to attend NTCC.
• Record disciplinary problems arising with students in the residence hall, using citation system when necessary.
• Supervise residence hall policies and procedures, residence hall discipline, and citation system. Refer problems and disciplinary areas to the Housing Director in a timely manner.
• Assist in setting up proper security matters for the housing facility.
• Provide communication link with maintenance in establishing proper upkeep of the residence hall facilities.
• Know the physical layout of the facility and the location and operation of fire and safety equipment.
• Perform other duties assigned by the Director of Housing.

Assistant Soccer Coach:
• Monitor student behavior on campus and on road trips.
• Assist with scheduling classes for all soccer student athletes in cooperation with the NTCC counseling staff.
• Assist with team organization/practices, travel, field maintenance, recruiting, and academic monitoring.
• Maintain the condition of the soccer field.
• Properly prepare all purchase orders and travel vouchers.
• Assist in creating an atmosphere that encourages all students and community members to become involved with the soccer program.
• Coordinate with the business office in scheduling transportation.
• Assist with academic policy for checking and evaluating the soccer player's grades and attendance.
• Create quality soccer program which will attract students and student athletes to attend NTCC.
• Assist in maintaining the physical conditioning program of the student athletes during both the regular and off-season.
• Coordinate with the Director of Student Housing in placing soccer players in student housing and occupying a certain number of dorm rooms.
• Perform other duties as assigned.

POSITION CHARACTERISTICS:

The Assistant Housing Director and Assistant Soccer Coach position requires multi-tasking abilities. The Assistant must be able to communicate with students, faculty, administration, and the public. This person must have the ability to assist with a program that is competitive in all respects. The position requires a person with strong communication skills necessary to work with all residential students.
MINIMUM QUALIFICATIONS:

Bachelor's degree required. Intercollegiate playing experience and previous coaching experience at the collegiate level preferred. Applicant must currently have, or attain their commercial driver’s license (CDL) by August.

Signatures:

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Assistant Soccer Coach/Assistant Housing Director                       Date

________________________  ________________________________
Head Soccer Coach                        Date

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Housing Director                           Date

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Athletic Director                            Date

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President                               Date