



## **JOB DESCRIPTION- HEAD MEN'S SOCCER COACH**

### **General Description/Primary Purpose:**

Coach men's soccer teams with duties including recruitment, practice and game coaching, fundraising, conditioning of athletes, supervision of athletes, maintenance of field and equipment, award and maintain soccer scholarships, budgets, and arrange travel and meal arrangements. Contribute to campus-wide activities by performing essential functions as listed below.

**Classification:** Coach and Faculty- Full Time- Exempt

**Salary:** Commensurate with qualifications, education and experience, plus fringe benefits.

**Appointment:** 10 month appointment

### **Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

### **Coaching Job Functions:**

1. Direct all phases of the Men's Soccer program including: recruiting, scheduling, fundraising, community service, and advising student athletes.
2. Support the mission of the college.
3. Promote and maintain a positive attitude of service toward students, coworkers and others.
4. Assist in recommending purchases and maintaining inventory of all equipment and supplies.
5. Actively support clubs and extracurricular activities.
6. Implement strategies to enhance college recruitment, retention, and graduation rates.
7. Participate in applicable professional development activities, including the All Employee Meetings.
8. Able to take on the task of field maintenance which includes watering, fertilizing, mowing, weed eating, topdressing, painting, etc.
9. Other duties as assigned by Athletic Director

10. To meet objectives of virtual work-related situations and/or extended periods when working from home all faculty and staff must have access to 24/7 reliable off-campus Internet.
11. Upon employment, the successful candidate must complete mandatory NIMS (National Incident Management System) training modules IS-100.HE; IS-700.a.

**Faculty Job Functions:**

1. Demonstrate scholarly standards of academic excellence and professional conduct consistent with the role of a distinguished faculty member.
2. Utilize and remain current with instructional technology to support teaching, learning, and administrative responsibilities.
3. Foster an inclusive learning environment by demonstrating cultural awareness and sensitivity in curriculum and instructional practices.
4. Develop, maintain, and teach curriculum aligned with current disciplinary standards and departmental guidelines.
5. Maintain a current syllabus for each course using the College template and coordinate with department faculty to ensure course consistency.
6. Cooperate with the Academic Chair in the selection of textbooks and instructional materials.
7. Assess student learning regularly, follow institutional grading guidelines, and submit required assessment data in Taskstream each semester, using results to improve instruction.
8. Maintain a minimum of six office hours aligned with course modality and provide additional appointments as needed.
9. Encourage use of the Academic Resource Center and integrate library resources into coursework, including recommending library purchases.
10. Serve as an academic advisor for assigned students.
11. Mentor adjunct faculty and monitor course quality and coverage as assigned.
12. Select, train, and supervise peer tutors and effectively utilize work-study positions when available.
13. Provide instruction to distance learning sites as assigned.
14. Participate in institutional strategic planning initiatives and support the General Education program.

**Required Knowledge, Skills, and Abilities:**

Individuals must possess these kinds of knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Demonstrate experience of or training in working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
- Exhibit ability to coach while at the same time showing concern for the students' educational opportunity.
- Operate a computer and utilize other instructional equipment necessary to support teaching and campus-wide activities.
- Drive college-owned vehicles; possess or have the ability to obtain a valid Oklahoma Commercial Driver's License.

### **Other Ergonomic Requirements:**

Performance of job functions related to coaching and teaching requires some amount of stooping, reaching to high shelves, lifting, walking, and carrying of supplies and light equipment. All individuals are required to be able to perform these movements without a significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

### **Hours:**

Monday–Thursday, 8:00 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 12:00 noon (37.5-hour work week). However, some Soccer games are scheduled for the evening and weekends. Other professional activities can be scheduled in accordance with college policy and in cooperation with the supervisor.

### **Qualification Standards:**

- 1. Minimum Educational Qualification:** Master's Degree required with a specialization in Health and Wellness, Exercise Science/Kinesiology, Exercise Physiology, Sports Administration, or related field. Experience with field and/or clinical supervision in exercise science, exercise physiology or sport pedagogy
- 2. Minimum Experience:** Demonstrated competence in coaching previous experience on the college level or by having a successful high school tenure/or by demonstrating a knowledge of the game through college varsity participation.
- 3. Preferred Experience:** At least two years of collegiate head coaching experience.
- 4. Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image while performing their responsibilities.
- 5. Background Check:** The successful candidate must give permission to have a formal background check conducted, and employment is contingent upon the results of the national criminal and sex offender background check.

### **Application Process:**

1. Letter of application
2. Resume
3. Official transcript(s) required
4. Murray State College employment application

5. Complete the Background Check Consent Form on the MSC Website

**Submit Application to:**

Human Resources Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, OK 73460  
MSCemployment@mscok.edu

**MSC participates in E-Verify.**

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