

*Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.*

*With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.*

*An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.*

## **Assistant Coach - Track & Cross Country Athletics**

**Regular Full-Time Position  
Position Number 421200**

**This is an exempt, non-faculty athletics instructional position.**

### **General Description**

The Assistant Track & Cross-Country Coach reports to the Head Track & Cross-Country Coach and is responsible for assisting the Head Coach in carrying out all activities necessary to accomplish the objectives of this sport within the guidelines of the NCAA, Ohio Valley Conference (OVC), and the University.

### **Primary Duties and Responsibilities**

- Coordinate activities through the Head Track & Cross-Country Coach.
- Assist Head Coach in recruiting, instructing and retaining highly skilled student-athletes for the Track & Cross-Country Teams.
- Provide instruction to track & cross-country student-athletes on the fundamentals, details and strategies of track & cross-country as assigned by the Head Coach.
- Adhere to all policies and regulations of the Director of Athletics, University, OVC and NCAA.
- Assist with the marketing and promotion of Track & Cross-Country.
- Counsel student athletes in sport participation, personal development and academics.
- Work with the Admissions Office to enroll student-athletes.
- Assist Admissions Office in recruiting on a limited basis.
- Assist in monitoring student-athlete's academic progress.
- In consultation with University Advancement and the Athletic Director, assist in fundraising in both track & cross-country and with major fund raisers in the Athletic Department.
- Assist Head Coach in developing game strategies.
- Perform other job-related duties as assigned.

### **Essential Functions**

- Ability to effectively teach fundamentals, position details and strategies of track & cross-country during preparation and practice sessions.
- Ability to motivate teams to become successful.
- Ability to travel and recruit student athletes.
- Ability to learn and comply with all policies and regulations of the University, TBR, OVC and NCAA.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to achieve certification to drive student-athletes to team athletic events.
- Ability to scout opponents.

### **Required Minimum Qualifications**

- Bachelor's degree.
- Playing or coaching experience at the college, university or professional level.
- Valid driver license.
- A proven record of integrity, high principles and demonstrated skill in developing and motivating student athletes academically and athletically.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Master's Degree.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**