



JOB DESCRIPTION- HEAD MEN'S AND WOMEN'S FLAG FOOTBALL COACH

General Description/Primary Purpose:

Murray State College is seeking its inaugural Head Coach to launch Men's (Club) and Women's (NJCAA) Flag Football, beginning competition in 2026–2027. The coach will oversee all aspects of the program, including recruiting, practices, fundraising, roster and budget management, scholarships, travel, conditioning, facilities, and student-athlete support. The College and Athletics Department emphasize student-athlete retention and graduation.

Classification: Coach – Full Time, Exempt

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

Appointment: 10-month appointment

Location: Murray State College – Ardmore Campus

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 college 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 two hours drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

Essential Functions:

1. Direct all phases of Men's and Women's Flag Football Program including but not limited to: recruiting, scheduling, fundraising, and leading all phases of an intercollegiate athletic program.
2. Train, supervise and evaluate part-time and volunteer assistant coaches.
3. Transporting student-athletes to and from contests.
4. Organize and implement successful recruiting plan to yield an appropriate number and quality of student-athletes for both program; conduct recruiting efforts including managing communication flow (printed, Telephone and Digital), participate in Murray State College recruiting events and coordinate interviews on campus, in high schools, and at homes or other locations with student-athletes, parents, and high school/club coaches.
5. Responsible for supervising the physical conditioning and development of injury prevention techniques, preseason preparation of student-athletes, and post-season planning of student-athletes physical fitness plans.

6. Establish and attain competition goals, including the scheduling of appropriately competitive opponents.
7. Demonstrate awareness and sensitivity to cultural diversity. Does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, age, religion, disability, political beliefs, or status as a veteran.
8. Assist in recommending purchases and maintaining an accurate inventory of all equipment and supplies.
9. Supports the mission of Murray State College.
10. Participate in community service
11. Support the President's Scholars Program.
12. Actively support clubs and extracurricular activities.
13. Serve on and contribute to campus-wide committees.
14. Perform other duties as assigned by Athletic Director
15. 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.
16. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests
17. Complete all training assigned by the Human Resources department.

Additional Duties:

1. Build, grow and establish fundraising initiatives to showcase new Men's and Women's Flag Football programs in the community.
2. Perform additional departmental administrative duties as needed, including occasional event management.
3. Demonstrate community involvement with active leadership as a positive role model including participation in team-based community service, and youth-based mentorship.
4. Responsible for alignment with NJCAA as Men's program moves into emerging sport status and into membership of the NJCAA.

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.
- Demonstrate a deep understanding of germane subject matter that goes well beyond the introductory textbook level.
- Experience and/or training in the use of state-of-the-art technology in the delivery of instruction, including but not limited to full-motion interactive television, the Internet, and telecourses.
- Develop critical thinking exercises, and well-organized lectures that teach students the importance of maintaining health throughout their lifetime and how to correct health-related problems in their lives.
- Exhibit ability to coach flag football while at the same time showing concern for the student's educational opportunity.
- Operate a computer and utilize other instructional equipment necessary to support teaching and campus-wide activities.
- Communicate clearly and effectively to students in large classrooms.
- 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.- 12 noon (37.5 hour work week), however, some games are scheduled for the evening. Other professional activities can be scheduled in accordance with college policy and in cooperation with the supervisor.

Qualification Standards:

1. **Minimum Educational Qualification:** Bachelor's Degree in a related field, Master's Degree is preferred.
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 verified successful coaching experience in Men's and/or Women's Flag Football at the collegiate level.
4. **Professionalism:** All employees at MSC are expected to demonstrate dedication to their

work field and to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.

5. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
6. **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. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
4. Complete MSC employment application
5. Submit a Background Check Consent Form

Submit Application to:

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

Application Deadline:

The position will be filled when an acceptable candidate is identified.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.