



JOB DESCRIPTION- PART- TIME ASSISTANT GOLF COACH

General Description/Primary Purpose:

The Assistant Golf Coach supports the Head Golf Coach in all aspects of the men's and/or women's golf program. This position is responsible for assisting with player development, recruitment, team operations, and fostering a positive student-athlete experience. The Assistant Coach upholds the mission, vision, and values of the community college and ensures compliance with institutional, conference, and NJCAA regulations.

Classification: Part- Time/ Non-Exempt Staff

Salary: \$12,000

Appointment: 10 month appointment - renewable annually.

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.

Job Functions:

1. Assist with planning, organizing, and conducting practices, training sessions, and competitions.
2. Provide individual and group instruction to improve student-athletes' skills, techniques, and strategies.
3. Support student-athlete academic success by monitoring progress and referring to appropriate resources.
4. Promote sportsmanship, teamwork, and personal growth among student-athletes.
5. Assist with identifying and recruiting qualified student-athletes consistent with NJCAA and college policies.
6. Build and maintain relationships with high school coaches, club programs, and prospective student-athletes.
7. Support student-athlete retention efforts through mentoring and ongoing engagement.
8. Assist with scheduling, travel arrangements, and logistics for practices, matches, and tournaments.
9. Support equipment management, inventory, and care of facilities.
10. Help monitor program expenses in alignment with the athletic department budget.
11. Maintain compliance with all institutional, conference, and NJCAA rules and regulations.

12. Assist with fundraising initiatives, camps, clinics, and community outreach.
13. Represent the athletic department and the college at campus and community events.
14. Support the mission of the community college by fostering positive relationships with students, faculty, staff, and community partners.
15. Perform other duties as may be assigned by supervisors.
16. 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.
17. Complete all training assigned by the human resources department.

Required Knowledge, Skills, and Abilities

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

- Knowledge of golf rules, strategies, techniques, and training methods.
- Knowledge of NJCAA (or other governing body) rules, regulations, and compliance requirements.
- Knowledge of principles of student development and retention in a community college setting.
- Skill in coaching, teaching, and motivating student-athletes to achieve athletic and academic success.
- Strong organizational and time management skills, with the ability to manage multiple tasks and priorities.
- Effective oral and written communication skills.
- Ability to work collaboratively with diverse groups of students, faculty, staff, and community members.
- Ability to serve as a role model for student-athletes, demonstrating integrity, sportsmanship, and professionalism.
- Ability to travel and work evenings and weekends as required.
- Ability to promote the mission and values of the community college and its athletic program.

Other Ergonomic Requirements

Performance of job functions related to instruction requires seeing, hearing and speaking as well as some amount of stooping, kneeling, bending, crouching, reaching, lifting, walking, and carrying of supplies and light equipment. All individuals are required to be able to perform the movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Qualification Standards:

1. **Minimum Educational Qualifications:** High school diploma or equivalent.
2. **Minimum Experience:** Experience working in an athletic department setting or a high-demand office environment. Experience living in on-campus housing. A working knowledge of university and residence hall policies and procedures
3. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times 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. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
4. Murray State College employment application.
5. Background check consent form.

Submit to:

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

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 education services.