



**Title:** Assistant Baseball Coach  
**Department:** Athletics  
**Reports to:** Head Baseball Coach  
**FLSA Status:** Salary, Exempt

### **Characteristics of Job:**

The responsibilities of the Assistant Baseball Coach are to assist with all aspects of the program within the philosophy and guidelines set forth by Union Commonwealth University, the NAIA, and the Appalachian Athletic Conference. The expectations of the assistant coach include but are not limited to: commitment to the mission of Union Commonwealth University, assist with meeting the established recruiting and retention goals set by the institution, assist with scheduling and conducting of practices, assist with budget oversight, travel planning, fund raising, and completion of other duties as assigned by the Head Baseball Coach.

### **Examples of Duties and Responsibilities:**

1. Team/Individual Instructions 70%
  - a. Assist with implementation team and individual practices/development programs.
    - Assist with team practice sessions
    - Assist with team film sessions
    - Assist with or direct team conditioning sessions
    - Assist with or direct individual development workout and/or film sessions
    - Assist with or direct individual conditioning sessions
2. Assist in recruiting and maintaining the assigned roster size for each year. 25%
  - a. Recruiting is art of attracting, engaging, assessing, and onboarding talent for the Baseball program.
3. Other Responsibilities 5%
  - a. Comply with all policies of Union Commonwealth University and the Department of Athletics.
  - b. Assist with monitoring the academic progress of student athletes in the Baseball program.
  - c. Assist with budget oversight for the Baseball program.
  - d. Assist with monitoring the social behavior of all coaches and student-athletes in the Baseball program.
  - e. Perform all travel associated with student-athlete recruiting and day-to-day operation of the Baseball program.
  - f. Participate in community and campus life opportunities.
  - g. Assist the Head Baseball Coach & Director of Sports Communications with marketing and promotions materials.
  - h. Assist with retaining and graduating a satisfactory number of recruited student athletes.
  - i. Assist with providing a program that is complimentary to the mission of Union Commonwealth University.
  - j. Job responsibilities include driving on University business for your department whether the frequency is daily, weekly, monthly, or occasionally.
  - k. Perform duties as assigned by the Head Baseball Coach.

### **Minimum Qualifications:**

- Bachelor's degree from an accredited college or university required
- Valid Driver's License
- Minimum 3-5 years of baseball playing or coaching experience; University experience preferred

**Additional Requirements:**

- Background check required

**Union Commonwealth University (the "University") is committed to maintaining an educational, employment, and business environment free of all forms of discrimination. The University provides full and equal access to its educational services, classes, and programs without regard to and prohibits discrimination based on the protected characteristics of age (40 and older), race, color, national origin, ancestry, religion, sex (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, AIDS/HIV status, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, status as a smoker or nonsmoker, medical condition, sexual orientation, marital status, or because an individual is perceived to have one or more of the foregoing characteristics, or any other status protected by federal, state, or local laws.**