



**Union Commonwealth University Graduate Assistant for Cross Country/Track & Field Job Description**

**Title:** Graduate Assistant Cross Country/Track & Field  
**Department:** Athletics  
**Reports to:** Head Coach: Cross Country/Track & Field  
**FLSA Status:** Salary, Exempt

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F-1 students are eligible to apply for this job posting applicable with the U.S. Immigration and Customs Enforcement requirements. Additional information is available at [Employment | ICE](#)

**Characteristics of Job:**

The responsibilities of the Graduate Assistant Cross Country/Track & Field Coach are to assist the Head Cross Country/Track & Field Coach in conducting all aspects of the Cross Country/Track & Field program within the philosophy and guidelines set forth by Union Commonwealth University, the NAIA, and the Appalachian Athletic Conference. While typically assigned to a primary department, Graduate Assistants may be temporarily reassigned to assist other departments or institutional initiatives as operational needs arise. The Graduate Assistant Cross Country/Track & Field Coach will report directly to the Head Cross Country/Track & Field Coach and perform all duties assigned including:

**Examples of Duties and Responsibilities:**

- Assist in meeting the assigned recruiting goals for each year.
- Assist in recruiting and maintaining the assigned roster size for each year.
- Assist in monitoring the academic progress of student athletes in the Cross Country/Track & Field program.
- Assist in budget oversight for the Cross Country/Track & Field program.
- Comply with all policies of Union Commonwealth University and the Department of Athletics.
- Assist in monitoring the social behavior of all student-athletes in the Cross Country/Track & Field program.
- Assist with implementation of team and individual practices/development programs.

- Assist in providing a program that is complimentary to the mission of Union Commonwealth University.
- Perform all travel associated/required with student-athlete recruiting and day-to-day operation of the Cross Country/Track & Field program.
- Assist the Head Cross Country/Track & Field Coach with marketing and promotions materials.
- Assist in all fundraising and camp functions involved in the Cross Country/Track & Field program.
- Participate in community and campus life opportunities.
- Perform all other duties as assigned by the Head Cross Country/Track & Field Coach.

**Minimum Qualifications:**

- Bachelor's degree from an accredited college or university.
- Valid Driver's License
- Previous demonstrated playing/coaching experience in Cross Country/Track & Field; previous coaching experience preferred.
- Must be enrolled at Union Commonwealth University in the master's program.
- Must remain in good academic standing and have no disciplinary issues at the College.
- Must be able to get along well with others.
- Must attend all training and team meetings.

**Additional Requirements:**

- Criminal Background and Motor Vehicle check required.
- Driving college vehicle when required.
- Title IX, Workplace Harassment, and FERPA training is provided to all new employees upon hire. The training focuses on Title IX and the Campus Save Act educating employees on sexual assault and harassment to be better prepared to help prevent, respond to, and report situations.

**Typical Working Conditions and Unique Physical Requirements:**

- Work is normally performed in a typical interior office and gymnasium environment,
- Noise level is usually moderate,
- Visits high schools and other off-campus facilities,
- Transport students in automobile,
- Regularly required to use hands to finger, handle, or feel and talk or hear.
- Frequently required to stand; walk and sit.
- Occasionally required to reach with hands and arms and stoop, kneel, or crouch.
- Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds when transporting team equipment,

- May require physical effort in climbing stairs.
- No or very limited exposure to physical risk.

### **Nondiscrimination Statement:**

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.

The statements in this description are intended to describe the general nature and level of work being performed by individuals assigned to this classification. Examples of duties or responsibilities are not to be construed as an exhaustive list describing the duties or responsibilities required of personnel so classified. These examples are also not to be interpreted as limiting the appointing authority's ability to append or otherwise alter the duties and responsibilities of the position. The use of an individual expression or illustrations to duties or responsibilities shall not be regarded, as excluding assignment of others not mentioned which are of similar kind or quality.