

## **RECRUITING COORDINATOR**

### **GENERAL STATEMENT:**

Recruits, retains, supervises, and coaches student-athletes, under the guidelines of TVCC, the Region XIV Conference and NJCAA. Carries out duties within the stated philosophy of TVCC athletics and its educational mission. Follows all institutional, conference and NJCAA rules and regulations to insure compliance. With general policy guidance from the Associate Athletic Director, the Recruiting Coordinator will make decisions to successfully achieve department goals and objectives, and be accountable for the development of team policies and goals.

### **REPORTS TO:**

Associate Director of Intercollegiate Athletics

### **OCCUPATIONAL GROUP:**

Professional

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Experience coaching in the sport of basketball.

#### **OTHER:**

Knowledge and understanding of all aspects of the game of basketball. Knowledge of strength and conditioning programs and routines. Knowledge of NJCAA and NCAA regulations and guidelines governing the recruitment, academic eligibility requirements, and retention of student-athletes. Knowledge of athletics recruitment methods and techniques. Ability to create a database for all prospects. Ability to make administrative/procedural decisions and judgments. Strong organizational skills. Strong interpersonal skills that demonstrate an ability to work effectively with a wide range of constituencies in a diverse community. Communicate effectively, both orally and in writing. Ability to foster a cooperative work environment. Valid driver's license with good driving record; must be insurable. Proficient in computer use and relevant Microsoft applications. The employee will be required to complete an annual NJCAA Compliance Exam and fully comply with NJCAA rules and regulations.

### **DUTIES AND RESPONSIBILITIES:**

- Actively participate in practices and competitions, including, but not limited to, game preparation (including, developing strategies and game plans), practice planning, skill and video sessions (including working individually with advising, and critiquing student-athletes to develop and improve their skills), scouting opposing teams and players (including analyzing their strengths and weaknesses), scheduling, weight training and fitness programs.
- Coordinate all recruiting activities of the athletic teams as requested.
- Evaluate prospective student-athletes, analyze and determine their abilities and whether they may succeed athletically and academically at TVCC.
- Recommend or determine which prospective student-athletes the team should focus its time and resources to recruit, and contact and recruit such prospects.
- Monitor student-athlete academic performance.
- Conduct, advise and counsel student-athletes regarding performance and conduct.
- Identify and address student-athlete welfare issues.
- Represent the College in donor/alumni public relations and community programs.
- Other duties as assigned the Associate Athletic Director or other appropriate supervisory personnel.

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**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- Available weekends and evenings.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 9/12/12*

*Revised: 11/11/2015*

JD530