

**Position: Men's and Women's Swimming Assistant Coach (Coaching Assistant-Academic Year)****Type:** Part-Time, Temporary**Academic Year:** 2024/2025**Available:** September 2024**Application Deadline:** Accepting applications now. The position will remain open until filled.

**Position:** The Athletics Department at California State University, Bakersfield, a NCAA Division I institution, invites applications for a Swim and Dive Assistant Coach. This is a non-tenured position.

As part of the National Collegiate Athletic Association (NCAA), the assistant coach will play a vital role in supporting the head coach in all aspects of team management, player development, game strategy, and recruiting efforts. This position offers a unique opportunity to contribute to the growth and success of our program while fostering a positive and competitive team culture.

**Knowledge, Skills, and Abilities**

- Knowledge of NCAA Rules - This position shall have a strong working knowledge and understanding of all NCAA rules and regulations regarding compliance issues.
- Sport Experience - Extensive knowledge of individual and team skills with the ability to teach these skills.
- Recruiting - The ability to evaluate and compare athletic talent for potential growth and development of student-athletes. Maintain correspondence with a large number of prospects: e-mail, letters, and phone.
- Academic Monitoring - The ability to establish and monitor an academic system that ensures academic success for the student-athlete.
- Travel - The ability to plan, organize and execute travel arrangements.
- Computer Skills - This position is expected to have computer literacy.
- Communication Skills - This position is expected to have a high level of communication skills with student-athletes, prospective student-athletes, their coaches, counselors, parents, and boosters in the community.
- Fundraising - The ability to develop the sports community in the areas of support and fundraising.
- Upon hire a NCAA Coaches Certification and 15 passenger van driving certification is required

**Major Job Duties***Essential Functions*

- Ensure the effective teaching and instruction of all specific technical skill areas to student-athletes.
- This position teaches and instructs student-athletes in the sport and uses the coach's background and experience to decide instruction which is most beneficial to the student-athlete and team.
- Develop team and individual strategies to have the greatest chance of winning within the sport, through on-court/field teaching and video instruction.
- Design instructional programs for the team and individual student athletes and instruct student-athletes on how to implement a game plan as determined for each competition.
- Travel to events and evaluate potential student-athlete talent, correspond with all prospects via email, phone, face to face conversations, etc.
- Complete all necessary Compliance and Institutional documentation as required.
- Recruit student-athletes who meet University academic and athletic standards.
- Responsible for overall performance of athletes' academic progress by working closely with the academic support staff.
- Work with the NCAA Compliance Office to make sure programs and student-athletes are complying with all rules and regulations regarding compliance issues.
- Responsible for successfully managing an annual budget including all necessary fiscal planning.
- Promote the program to the public including, media, donors, the University community, and the general public to increase visibility and revenues for the program.

**Qualifications**

Bachelor's degree is required, a minimum of three years of successful swimming coaching experience is required, and NCAA Division I experience is preferred. A successful record of recruiting NCAA Division I student-athletes is preferred. This position, along with all coaches and staff, is responsible for the integrity of our intercollegiate athletics program and for the reputation of our university. Candidate must possess excellent organizational, communication and interpersonal skills to interact with a large variety of constituents.

**Background Check**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or the continued employment of current CSU employees who apply for the position.

**Mandated Reporter**

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**Compensation**

CSU Classification Fulltime Salary: \$5,007-\$6,359 (Dependent upon qualifications)

**Application:** Please submit a letter of application, resume, and a list of three references. Position will remain open until filled.

**Apply to:** Chris Hansen

Director of Swimming  
California State University, Bakersfield  
9001 Stockdale Highway, 8 Gym  
Bakersfield, CA 93311  
Or via e-mail: [chansen6@csub.edu](mailto:chansen6@csub.edu)

**Clery Act:** CSUB's annual crime report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus centers, such as our Antelope Valley Satellite Campus, and on property within, or immediately adjacent to and accessible from CSUB. The report also includes policies concerning security on campus, such as alcohol and drug use, crime prevention, reporting crimes, sexual assault, and other subjects. Additionally, a daily log of offenses is maintained and can be reviewed at the front desk of the Department of Public Safety. You can obtain a copy of the annual report by contacting the Department of Public Safety/University Police at (661) 654-2111 or by logging on to their website at: <https://www.csub.edu/compliance/Clery>.

**EEO Statement:** CSUB is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, marital status, disability, or covered veterans' status.