



## Independence Community College

### Position Announcement

### Head Women's Basketball Coach

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Independence Community College is seeking applications for the position of **Head Women's Basketball Coach**. Independence Community College, a small, rural, residential community college in southeast Kansas, serving approximately 1,000 full- and part-time students.

#### *Position Summary*

The Head Women's Basketball Coach is responsible for the entire management and administration of the Women's Basketball Program within the guidelines, rules and regulations of Independence Community College, the Kansas Jayhawk Conference and the National Junior College Athletic Association.

This position reports to the Director of Athletics and is responsible for organizing and directing all aspects of the Women's Basketball Program including developing and executing strategies for the recruitment of athletes; developing regionally and nationally competitive teams; organizing practice sessions to enhance the team's performance as a highly visible sport and supervising all staff involved in the program.

#### *Core Responsibilities*

- Directs and manages assistant coaches; conducts coaches' preparatory meetings and teaching procedures for the assistant coaching staff.
- Conducts, coordinates, prioritizes and/or delegates administrative responsibilities; team travel, future game schedules, equipment inventory, ordering of supplies and equipment, speaking engagements, camps and youth clinics.
- Develops a comprehensive and functional knowledge of the sport and actively seeks to develop new methods and strategies of the sport.
- Responsible for the search, selection and training of qualified assistant coaches with the approval of the Athletic Director and in accordance with all ICC Personnel and Affirmative Action programs and procedures.
- Supervise the following staff: Assistant Coaches & Resident Assistant Coaches; Student Players and work study students assigned to the program.
- Maintains continual and thorough familiarity with all applicable NJCAA, KJCCC, ICC and departmental rules and regulations.
- Proposes annual budget requirements to the Athletic Director and is accountable for expense control, compliance and administration of the sports' budget
- Schedules and conducts regular practice sessions in and out of season, as permitted by conference guidelines.
- Determines and implements the strategies necessary to motivate the players to maximum levels of individual and team performance.
- Scouts and recruits quality student-athletes.
- Develops working relationships with faculty and college staff to assist in the recruiting and retention process of student athletes.

- Demonstrates and active interest in the academic progress of student athletes in an attempt to prevent academic eligibility problems. This includes supervision of periodic eligibility checks of athletes during competition, enrollment procedures, degree checks and class attendance.
- Submit to faculty at least one week in advance a list of traveling squad members for any athletic contest, which will cause student athletes to miss class.
- Actively promotes public relations with the media, civic groups and Booster Clubs to maximize exposure for the team and to assist in promotional/fund-raising activities. All attempts to increase present revenue sources and develop new sources should be coordinated through and approved by the Athletic Director's office.
- Actively participate in community activities.
- Establishes and ensures communication and enforcement of rules and regulations regarding student conduct, appearance, behavior and class attendance.
- Serve as a mentor to students and assistant coaches while aiding them to move forward in the development of their academic and professional career.
- Demonstrates a cooperative attitude toward all other sports within the intercollegiate athletic program.
- Coordinates scholarship paperwork and oversee the completion of financial aid paperwork, admission criteria and eligibility certification. Submits names of all athletes participating in his/her sport to the Registrar for eligibility certification.
- Oversees the completion of the press guide, programs, and recruiting brochures. Makes sure to have all advertisement sold and the necessary information to the Sports Information Coordinator.
- Teaches 3 credit hours per year in an academic area assigned by the Vice President of Academic Services or the Athletic Director.
- Revises course material and update content maintaining current syllabus for each course taught.
- Meet attendance expectations as required for this position which does include a willingness to work unusual hours including evenings and weekends.
- Serve on college committees as appointed.
- Attend and participate in commencement exercises in academic regalia.
- Attend College functions/activities as requested.
- Any other related duties as required by the Athletic Director.

### **Qualifications**

- Bachelor's degree, minimum; Master's degree, preferred.
- Five years of coaching experience, including three years of head coaching experience, minimum; Seven years of experience in coaching basketball at the Community College level.
- A thorough knowledge of the game of Basketball.
- A thorough knowledge of NJCAA and KJCCC regulations and guidelines.
- Ability to work effectively with various public and diverse populations.
- Administrative ability to manage details of budget, scheduling, recruiting and supervision of student progress in academic endeavors.

### ***Application Procedures***

- Position is open until filled.
- To apply, submit a completed Independence Community College application, cover letter, resume, references and transcripts, (unofficial copies are acceptable for consideration)
- The ICC Application form can be downloaded from the Employment Opportunities page at [www.indycc.edu](http://www.indycc.edu)

Send application materials via postal service to:

Human Resources Office  
Independence Community College  
P.O. Box 708  
Independence, KS 67301

or

Via email to:

[lboots@indycc.edu](mailto:lboots@indycc.edu)

Independence Community College seeks to recruit and retain talented students, faculty and staff from diverse backgrounds. ICC is an affirmative action/equal opportunity employer and encourages qualified candidates across all group demographics to apply. The College does not discriminate on the basis of personal status or group characteristic including, but not limited to race, color, religion, national or ethnic origin, age, sex, disability, veteran status, sexual orientation, gender identity or expression, genetic information, ancestry, or marital status.