



## Savannah State University Position Description – Assistant Football Coach – Offensive Coordinator

### ***POSITION DESCRIPTION***

Position Title: Assistant Football Coach – Offensive Coordinator      FLSA Status: Exempt

Reports to: Director of Athletics/Head Football Coach

Division: Athletics

Date Prepared: January 2010

### ***BASIC FUNCTION***

The position requires working as the Offensive Coordinator for a Division I FCS program. The incumbent will work to lead and coach according to NCAA, state, national, institutional guidelines and MEAC Conference policies.

### ***NATURE & SCOPE***

Reporting to the Athletics Director and the Head Football Coach, this position serves as offensive coordinator. As coordinator the incumbent is charged with the development of assigned athletes. This includes academic and physical development. As the Offensive Coordinator, the incumbent is accountable for the performance for Savannah State's Offensive team. This includes strategy, planning and adjustments.

This position helps, advises and supervises student athletes on matters relating to college life, academics, athletics and expectations regarding University and athletic policies and procedures.

### ***PRINCIPLE ACCOUNTABILITES***

- Devising and implementing a comprehensive offensive system
- Assess players' skills and assign team positions
- Installation and management of the offensive game plan
- Supervise and train assistant coaches assigned to the offensive staff
- Assist with the planning and supervision of in season and non-traditional season practice
- Recruit outstanding, student-athletes to the University
- Meet recruiting goals for the program
- Uphold NCAA, MEAC, and Institutional by-laws and guidelines

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires a minimum four year college degree. The incumbent must have an understanding and commitment to academic and athletic excellence and a working knowledge of NCAA rules and regulations. Previous coaching and recruiting experience on the collegiate level is required. The incumbent must be able to work, communicate and develop a rapport with students, parents, alumni, faculty, departmental staff and administration.