



**USC** University of  
Southern California

## Assistant Water Polo Coach Job Description

### JOB INFORMATION

|                   |   |
|-------------------|---|
| Job Code:         | 131227  |
| Job Title:        | Assistant Water Polo Coach                              |
| FLSA Status:      | Exempt  |
| Supervisory:      | May oversee student, temporary and/or resource workers. |
| Job Family:       | Athletics Coaching/Program Management Operations        |
| Job Family Group: | Athletics   |
| Management Level: | 6 Supervisor  |

### JOB SUMMARY

This position is responsible for coaching members of the water polo team, both individually and in groups, teaching all aspects of water polo to ensure the development of the students' fullest athletic potential. The Assistant Water Polo Coach assists in the overall planning and execution of the water polo program, assisting in the recruiting process, monitoring and maintaining student athlete discipline, scouting opponents, and working with the booster program in fundraising efforts. This position also monitors the progress and needs of student athletes, coordinates off-season conditioning programs, promotes the athletic program overall as well as the specific sport, and participates in departmental activities, as required. The Assistant Water Polo Coach is responsible for ensuring adherence to all association, conference, and university rules by athletes and supporting staff, and complying with all rules and bylaws of the NCAA and any relevant conferences.

### JOB QUALIFICATIONS:

#### Education

| Req | Pref | Degree            | Field of Study |
|-----|------|-------------------|----------------|
| X   |      | Bachelor's degree |                |
|     | X    | Bachelor's degree |                |

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

| Req | Pref | Work Experience | Experience Level                |
|-----|------|-----------------|---------------------------------|
| X   |      | 3 years         | of college coaching experience. |
|     | X    | 5 years         | of college coaching experience. |

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

| Req | Pref | Functional Skills   |
|-----|------|---|
| X   |      | Complete understanding of NCAA and any relevant conference rules and regulations. |

## Knowledge, Skills and Abilities

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i>   |
|------------|-------------|--|
| X          |             | Administrative skills including interpersonal relations are essential. |
|            | X           | Coaching experience at the Division I level.                           |

## Other Job Factors

## JOB ACCOUNTABILITIES

|  | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|--|---------------|------------------|-----------------|------------|
| Coaches team members individually and in groups. Teaches specific aspects of water polo and demonstrates competition techniques, including fundamentals and overall strategy. Assists in the development of students' fullest athletic potential.                                  |               |                  |                 |            |
| Assists in the overall planning and execution of the intercollegiate men's or women's water polo program, in accordance with NCAA and Conference regulations, including game scheduling, preparing practice plans, and organizing travel plans.                                    |               |                  |                 |            |
| Assists in the recruiting process of quality prospective student-athletes for the water polo program, including the evaluation of talent. Ensures timely submission of their academic records for admissions.  |               |                  |                 |            |
| Monitors and maintains the discipline and conduct of student athletes to support the image and reputation of the athletics program.  |               |                  |                 |            |
| Scouts opponents. Prepares scouting reports and gives input into game plan strategies.   |               |                  |                 |            |
| Works with booster groups in fundraising and coordinating support groups for the water polo program.   |               |                  |                 |            |
| Monitors academic progress and status of team members, implementing action plans through appropriate staff when needed. Assists in the coordination of student services for the water polo team by working with student support services.  |               |                  |                 |            |
| Coordinates off-season conditioning programs by working with weight room staff.  |               |                  |                 |            |
| Promotes the athletic program and specific sport through community events, public speaking, fundraising, and marketing.  |               |                  |                 |            |
| Participates in departmental activities to include service on committees and attendance at all scheduled departmental and team meetings.   |               |                  |                 |            |
| Ensures adherence to all association, conference, and university rules by athletes and supporting staff. Complies with all rules and bylaws of the NCAA, any applicable conference and university rules and regulations relating to the conduct and administration of the program. |               |                  |                 |            |

## Other Requirements

| <i>Essential:</i> | <i>Emergency Response/Recovery</i>   | <i>Essential:</i> | <i>Mandated Reporter</i>  |
|-------------------|--|-------------------|---|
|                   | In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. |                   | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a> |
|                   | <i>Campus Security Authority (CSA)</i>   |                   | <i>Essential:</i>   |
|                   | By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>   |                   | Yes   |

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.