Assistant Football Coach/Offensive Line/Offensive Coordinator

*Athletics*

**POSITION SUMMARY**

The Assistant Coach of Football is a full-time, 10-month position with an excellent benefit package. The position will coach the Offensive Line and may serve as Offensive Coordinator based on experience. The position is responsible for assisting the head coach in recruiting, training, and coaching members of the Occidental College Football Team. The Assistant Coach is required to abide by the rules and regulations established by Occidental College, the SCIAC, and the NCAA.

**SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- Assist with the planning and preparation of the football team with Head Coach and Football Staff.
- Assist with year-round recruitment of high school and junior college players that fit the academic profile of Occidental College, including traveling to prospective games/events, phone calls, emails, and letters to both coaches and players.
- Organize practice for the Offensive Line including individual, group and team drill work. Work closely with Offensive Staff and Head Coach.
- Conduct meetings with Offensive Line for video review, and instruction. Assist Offensive unit meetings.
- Assist team with weekly academic/grade checks
- Evaluate players and create a depth chart at each offensive lineman based on practice and game performance.
- Be proficient in HUDL Video and Front Rush Recruiting software programs.
- Breakdown film of all opponents and develop a detailed scouting report for each game.
- Collaborate with Head Coach / Offensive Staff on game days. Execute the game plan and make adjustments as needed.
- Maintain knowledge of offensive coaching strategies.
- Other Administrative duties as assigned by the Director of Athletics.
- Represent Occidental College and the Football program in a professional manner.

**The following job accountabilities may be reassigned:**

- Performs other duties as assigned or requested by Head Coach.
- Offensive Coordinator title may be assigned based on previous performance and experience. Play calling duties may be included.
QUALIFICATIONS

Bachelor’s degree required, master’s degree preferred. A strong commitment to the Student-Athlete concept and a working knowledge of NCAA rules and regulations is required. Three years collegiate coaching experience including effective leadership, communication, coaching, and recruiting skills in a high academic NCAA DIII program is preferred. Knowledge of, and commitment to option football is preferred. Successful candidate must pass criminal background check.

APPLICATION INSTRUCTIONS

Applications are due on July 8, 2019, to apply please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to rcushman@oxy.edu and resumes@oxy.edu.

Satisfactory completion of a background check is required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.