



Job Vacancy Announcement

Head Women's Basketball Coach/Assistant Director for Community Relations

POSITION TITLE: Head Women's Basketball Coach/Assistant Director for Community Relations

JVA#: 2026-35

DEPARTMENT: Athletics

POSITION CLASSIFICATION/COMPENSATION: This position is Nonclassified, Full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position.

POSITION SUMMARY: The **Head Women's Coach** is responsible for providing leadership to develop student-athletes and implement a strong, competitive athletic program in their assigned sport, while promoting the academic progress of student-athletes to achieve graduation. The Head Coach is accountable for student-athlete recruitment and development, fiscal integrity, fundraising, and contributing positively to the goals and objectives of the assigned athletic program, the Athletic Department, and the University.

CORE RESPONSIBILITIES:

- Teach sports-specific skills toward the development of student-athletic performance, while promoting academic success of student athletes to enhance academic progress and graduation rates.
- Provide leadership for the men's basketball program that adheres to the highest standard of integrity and professionalism, developing and delivering a high-quality experience to the student athletes, while promoting excellence of the men's basketball program and the University at all times.
- Foster an environment that promotes the academic success, health, and welfare of student athletes in the assigned program, working collaboratively with administrative offices as may be appropriate. Monitor the academic progress of student-athletes.
- Ensure assigned staff are equipped with the knowledge, preparation, and objectives to meet and/or exceed the program and departmental goals. Conduct performance management and provide professional development opportunities for assigned staff.

- Confirm assigned staff, including self, maintain required certifications and necessary training in life-saving techniques to promote the safety of student athletes.
- Ensure compliance with all NCAA, CIAA, and University rules and regulations.
- Conduct practice, contests and manage day-to-day operations of assigned program. Develop a contest schedule and coordinate all team travel for the assigned program. Accountable for maintaining an accurate inventory of all equipment for the assigned program.
- Develop and implement comprehensive recruitment and retention of student athletes.
- Be knowledgeable of and ensure compliance with relevant federal and state regulations, and the policies of the governing board and the policies of Bluefield State University as contained in the Academic Catalog, the Faculty Handbook, the Staff Handbook, and any other practices which are common to the institution.
- Perform the administrative duties associated with the responsibilities of Head Women's Basketball Coach, including but not limited to: establishing business and community relationships to solicit support; assisting with marketing the sports program to increase spectator engagement; administering the sport's budget, forecasting and controlling expenditures; preparing reports; participating in student athlete scholarship activities, and participating in revenue-generating and fundraising goal setting and activities for assigned program, the Athletic Department and the University at-large.

MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's degree from an accredited institution required. Master's preferred.
- Coaching experience for at least one regular season (at least 3-4 months), specific to assigned sports program, required. At least two years of higher education coaching experience preferred.
- Commitment to the mission of higher education, student academic success, and student well-being.
- Record of personal and fiscal integrity.
- Excellent organizational and strategic planning skills.
- Working knowledge of NCAA rules and regulations and Title IX compliance.
- Demonstrated excellent interpersonal, written, and oral communication skills.
- Demonstrated ability to build positive relationships and work effectively with individuals from diverse ethnic, cultural, and socioeconomic backgrounds.
- Ability to handle sensitive and confidential information with discretion.
- Ability to meet the extended hours and travel requirements of the position.
- NCAA Coaches Certification (Division II Learning Portal). NCAA Coaches Certification (Division II Learning Portal) must be passed within 30 days of hire (required by the NCAA).
- Must maintain a valid Driver's License.
- Must obtain CPR Certification within 30 days of start date/upon hire, and maintain certification in good standing at all times during employment in this position

THE UNIVERSITY: Bluefield State University, a historically Black Institution, is dedicated to preparing students for meaningful careers, informed citizenship, and active community service in an ever-changing global society. We provide affordable and accessible pathways to higher education through certificate, associate, bachelor's, and master's degree programs. **BSU welcomes all qualified candidates to apply.** For more information about the University, please visit www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

DATE POSTED: June 4, 2026

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, **June 18, 2024**. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.