



Intercollegiate Athletics
Special Assistant to Head Men's Basketball Coach
Position Announcement

The Special Assistant to the Head Coach for Men's Basketball reports to the Head Coach. This position is responsible for the organization of the day-to-day operations of the Basketball program. This position assists the Head Basketball Coach in all phases of planning, developing, and promoting a highly competitive Division I program, within the guidelines, rules and regulations of Eastern Illinois University, the Ohio Valley Conference and the NCAA.

The expectations of the Special Assistant to the Head Coach:

- Oversee the day-to-day operations of Eastern Illinois Men's Basketball
- Anticipate and satisfy all logistical needs of the basketball program
- Manage and direct basketball GA, interns, student assistants, volunteers and managers
- Serve as liaison between the basketball office and the athletic department: academic services, athletic communications, marketing, compliance, ticket office, business office, sports medicine, equipment, strength and conditioning
- Serve as liaison between campus units including housing and dining, financial aid, camps and conferences, UPD
- Coordinate team travel logistics and itineraries
- Organize and coordinate NBA relations
- Assist with the monitoring and support of student-athletes in the areas of: financial aid, housing, and meal arrangements
- Coordinate and communicate all practice schedules with all supporting offices
- Oversee Countable Hours Logs and complete compliance documents as needed
- Coordinate all video needs of the basketball team
- Assist with all official and unofficial visits - serve as University Host-recruit liaison during official visit weekends - on call to assist all hosts/recruits in any emergency and provides transportation
- Responsible for full compliance with University, Department and NCAA regulations
- Collaborate with Athletic and University support units to ensure Student-Athlete health, safety and well- being
- Coordinate incoming athlete transition
- Meet frequently with players to assess and address academic deficiencies
- Prepare, analyze and provide advice on practice and game video
- Create and maintain up-to-date recruiting database
- Monitor, evaluate and provide advice on NCAA Transfer Portal
- Organize and implement community service activities
- Perform other duties as assigned by the Director of Athletics

QUALIFICATIONS

Bachelor's Degree required; Possess 2 years of basketball operations experience or comparable experience and/or basketball playing experience. Must be organized and have ability to prioritize time-sensitive tasks. Work a highly variable schedule including nights and weekends; Must be service and solution-oriented, placing program needs ahead of individual needs; Knowledge of NCAA rules preferred. Demonstrated commitment to diversity and experience promoting inclusive excellence is required.

A complete file consists of a letter of application, resume, and names, phone numbers, emails of three (3) professional references. Please submit application materials on Interfolio via the link <http://apply.interfolio.com/116622>.

For questions regarding this search, please contact Mark Bonnstetter, Search Committee Chair, at mdbonnstetter@eiu.edu.

Diversity and Inclusion: Eastern Illinois University is committed to fostering a learning community where all members feel welcomed and valued. The university provides equality of opportunity in all areas of campus life and we strive to recognize and appreciate the unique value of our students, faculty, and staff. Every member of campus has the right to learn and work in an environment free of discrimination and harassment, and beyond that, our goal is for all members of our community to develop a strong sense of belonging to Eastern Illinois University. Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer.

The University and Community: Eastern Illinois University takes pride in creating a warm, welcome environment for all faculty, staff and students. Established in 1895, EIU boasts a rich, tradition of preparing students for their personal and professional goals. A traditional regional residential institution, EIU offers a superior education at a relatively low cost while consistently earning high rankings and distinctions for its affordability, academic program quality, career placement rates, campus safety, online degree options, student support, and sustainability initiatives. EIU focuses on individualized attention and superior student relationships, and has earned recognition as the highest-ranking independent public regional university in Illinois and a place among the Midwest's top public regional universities according to *U.S. News and World Report*. Eastern offers faculty a wide range of research and public service activities. EIU hosts more than 175 student organizations on campus, and offers a variety of cultural events, NCAA Division I athletics, and active research opportunities for its students to enjoy and to thrive. EIU has become recognized for providing the resources of a large institution while creating the kinds of individual relationships that support student and alumni success.

The University is located in East Central Illinois, combines the benefits of a community of 20,000 with access to several large cities, including Chicago, St. Louis, and Indianapolis.

Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer - minority/female/disability/veteran - committed to achieving a diverse community.