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## **JOB DESCRIPTION**

**POSITION NUMBER:** 00014096  
**BUSINESS TITLE:** Assistant Coach, Men's Basketball  
**EMPLOYMENT GROUP:** Management & Professional (AAPS)  
**JOB FAMILY:** Unassigned Athletic Coaches  
**JOB CODE:** 188012 - Assistant Basketball Coach  
**VP/FACULTY:** VP Students  
**DEPARTMENT:** Athletics and Recreation  
**PAY GRADE:** Unassigned  
**SALARY LEVEL:**

### **JOB SUMMARY**

Under direct supervision of the Head Coach, assists with the coaching and administrative duties for the Men's Basketball Team, operating under USports operating bylaws, university policies and philosophy and objectives of the varsity program and athletic department. Objectives are to create an environment which fully develops the potential of all players involved in the program. Works with the Head Coach on a daily basis; works with Director of Athletics on varsity related matters including eligibility, schedules and game management; works with Development Office relative to alumni and fundraising.

UBC is committed to supporting the best possible environments for working, learning and living where respect, civility, diversity, excellence and inclusion are valued.

### **ORGANIZATIONAL STATUS**

Reports directly to the Head Coach, Men's Basketball.

### **WORK PERFORMED**

In accordance with the head coach, manage the organization and coaching of the Basketball Program. Assists in the recruiting of men's basketball student-athletes. Promotion and development of the program. To work with and develop through the Alumni interest in and of the program. Meet all eligibility requirements for USports athletes. Encourage students to maintain and develop good academic standing. Supervise all game arrangements, including travel. Work with UBC development to enhance alumni participation and increase fundraising. Plan and prepare workout programs for team members. Assists head coach in organizing, preparing, and conducting individual and team practices, training and competition. Assists the head coach with advanced scouting and preparation of scouting reports and game plans. Assists the head coach with post game review and post game analysis reports. Assists the head coach, as directed, in conducting recruitment of student-athletes in accordance with USports rules and regulations. Participates in various fundraising, marketing, and promotion activities. Assists, as appropriate, in planning team travel and coordination of team travel with Varsity office. Assists the head coach in monitoring and assisting student-athletes with academic progress. Performs administrative duties including ordering and maintaining equipment and initiating correspondence. Administers and/or teaches at UBC Basketball Camps. Responsible to work with the Alumni and the Development Office with fundraising.

Cooperates fully with Sports Information Officer.  
Supports department initiatives such as Big Block Banquet and Hall of Fame and Millennium Breakfast.  
Attends department meetings and assists in department management if required.  
Is encouraged to participate in National and Provincial Programs and community events, and to participate in programs that will enhance coaching ability.  
Liaise with Integrated Support team (S&C, Nutrition, Analytics, Physio)  
Know and abide by USports and conference regulations, rules and ethical guidelines.  
Performs miscellaneous job-related duties as assigned.

## **CONSEQUENCE OF ERROR**

This position represents the UBC Men's Basketball Program, the students and the University. Incorrect decisions / judgment will directly affect the Department and UBC's reputation with the community at large. The men's Basketball program must be managed with the utmost of integrity so as to positively impact not only the University but also the alumni who are associated with the program.

## **SUPERVISION RECEIVED**

The Assistant Coach, Men's Basketball reports directly to the Head Coach.

## **SUPERVISION GIVEN**

Student-athletes, student trainers / managers, where applicable.

## **QUALIFICATIONS**

Bachelor's degree required.  
Minimum coaching certification: NCCP Level II or equivalent.  
Strong organizational, administrative and computer skills as asset.  
Demonstrated competitive coaching skills.  
Knowledge of Usport eligibility and recruiting rules and regulations, as well as rules of the game.  
Knowledge of CIS eligibility and recruiting rules and regulations, as well as rules of the game.  
Knowledge of the academic system at the University.  
Ability to motivate student-athletes both academically and athletically.  
Ability to communicate effectively, both orally and in writing.  
Ability to foster a cooperative work environment with members of the department and other units within the university.  
Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.  
A pleasant personality together with a positive attitude is essential.