Intern
Assistant Basketball Coach
Job Description

1. Perform duties in accordance with the Code of Ethics for coaches incorporated in the USI Staff Handbook.

2. Ensure an educational focus and commitment to the academic success of each student athlete by assisting the staff members in the following:
   - Check class attendance
   - Assist with STUDY TABLE
   - Serve as mentor to the student athlete to assist with time management
   - Record distribute tri-semester grade checks
   - Create and distribute memorandum explaining class absence for team travel

3. Assist the head coach with the organization and conduct of practices, conditioning activities, and competitive events:
   - Provide input for the development of daily practice plan
   - Assist with guard & post player development
   - Develop game plan strategy through scouting and film breakdown
   - Assist and monitor the off-season conditioning program and all countable athletic related activities

4. Assist with travel arrangements for "away" competitive events and practice sessions.
   - Arrange charter bus, charter air or commercial air transportation
   - Secure ground transportation with travel department
   - Arrange meals
   - Arrange lodging and meeting space
   - Secure practice times and facilities
   - Coordinate complimentary ticket list
   - Keep accurate records and provide business manager with receipts and information necessary for the accurate completion of University forms.

5. Assist the equipment supervisor and managers with equipment and uniform duties, which include inventory, distributing, collecting and providing the head coach with recommendations for ordering.

6. Assist in on campus recruiting activities:
   - Write prospects
   - Actively participate in campus visits
   - Coordinate prospects evaluation within the 20 mile radius

7. Review weekly countable athletic related activities report and calculate final end of season activity report.
8. Promote USI basketball and the University Southern Indiana:
   • Coordinate single session “goodwill” free admission camps at area schools
   • Upon request, meet, speak and facilitate the meetings of the head coach and staff with the appropriate civic
groups and various community organizations
   • Assist with community service by staff and team members (i.e. elementary school reading programs,
community charity events, Toys for Tots, community food pantries)
   • Correspond with boosters, alumni and friends of the program.

9. Assist the student assist with complimentary ticket list for home games.

10. Assist team managers.
    • Serve as liaison to managers with facilities supervisor to coordinate visiting team practice accommodations.

11. Assist the head coach with daily administrative duties and other responsibilities as assigned.

12. Keep informed of and follow all rules and regulations of the GLVC and NCAA.