



**NOTICE OF VACANCY**  
**Assistant Football Coach-Offensive Coordinator**

**REPORTS TO:** Head Football Coach

**DESCRIPTION OF POSITION:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Assistant Football Coach will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

The Assistant Football Coach (Offensive Coordinator) is responsible for assisting the head coach in all aspects of the football program, including but not limited to: coaching your own position, student-athlete development, ensuring academic success of student-athletes, practice and game film breakdown (HUDL), game day responsibilities, and recruitment of qualified and competitive student-athletes in your assigned area and other duties as assigned by the Head Football Coach

More specifically, the Assistant Football Coach (Offensive Coordinator) is responsible for the following:

**DUTIES AND RESPONSIBILITIES**

- Assist in the implementation of the academic program including monitoring of individual student-athlete progress to ensure academic eligibility and providing referrals to the appropriate college resources.
- Assist in pre-, in-, and post-season training, practices, and games; may be assigned to work with a specific group of student-athletes on a regular basis.
- Assists in scouting and recruiting activities.
- Coordinate practice times at opponent's facilities and coordinates the team travel arrangements within the department guidelines and budget.
- Maintains continual and thorough familiarity with all applicable NJCAA, MACJC, and MDCC rules and regulations and complies with the same. Assists in briefing student athletes and monitoring adherence to the above.
- Works with Athletics sports medicine and strength and conditioning personnel and/or with third-party medical groups including but not limited to physicians as needed to implement team wellness and conditioning programs.
- Works with student-athletes and monitors their adherence to rules and regulations concerning conduct, appearance and punctuality.
- Perform other duties as assigned by the Head Football Coach and Athletic Director.

**MANDATORY QUALIFICATIONS**

- Applicant must hold a minimum of a Bachelor's degree from a regionally accredited institution.
- Applicant must have previous experience as a football coach.

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu).*

- Working experience in the domains of Mississippi public higher education.

## **DESIRABLE QUALIFICATIONS**

- Master's degree in a teaching field offered at MDCC or a master's degree with a minimum of eighteen (18) graduate semester hours in a teaching field offered at MDCC.

## **KNOWLEDGE AND SKILLS REQUIRED**

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated effective use of technology.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings and weekends.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

## TERMS OF EMPLOYMENT

This is a full-time, 12-month, Exempt, and Non-Teaching Professional (NP) position.

## SALARY

The salary will commensurate with education and experience.

## APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. ***Unofficial*** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

## DEADLINE

**Internal/External –May 8, 2025 at 5:00 p.m.**