

**Eastern Illinois University**  
**Department of Athletics**  
**Assistant M/W Tennis Coach Position Description**

Eastern Illinois University is seeking candidates for the position of Assistant Tennis Coach. The Assistant Tennis Coach is responsible for assisting the head coach in the management and administration of all phases of varsity intercollegiate men's and women's tennis programs and teams, within the guidelines, rules and regulations of the University, Conference and the NCAA.

The Assistant Tennis Coach assists the head coach in the following:

- Identify, evaluate and recruit student-athletes to succeed at Eastern Illinois University.
- Be responsible in all areas of team performance.
- Work closely with support staff regarding academic and social development.
- Oversee strength and conditioning program, academic and medical issues.
- Organize, plan and conduct safe team training, practice and conditioning activities.
- Participate in fundraising events, community events, promotion and marketing opportunities associated with the sport.
- Produce a quality team capable of a representative win/loss record as determined by University Administration.
- Represent EIU at national, regional, state and local professional organization events.
- Supervise all Tennis operations including, but not limited to, NCAA paperwork, scheduling, academic monitoring, travel plans, equipment, marketing and budget management.
- Maintain knowledge of, and compliance with, specific NCAA, OVC and institutional rules that relate to this position is required.
- Perform other duties as assigned by the Director of Athletics.

**Requirements:**

Bachelor's degree required/Master's preferred. Possess (2) or more years of coaching or playing experience or equivalent. Must have extensive knowledge of the sport of Tennis. Ability to recruit and retain quality Tennis student-athletes. Excellent organization, interpersonal and communication skills. Demonstrated commitment to the academic success of the student-athlete. Ability and willingness to work effectively in a team atmosphere in the athletic department. Strong commitment to the University, OVC and NCAA rules and regulations. Demonstrated commitment to diversity and experience with promoting inclusivity are 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 <http://apply.interfolio.com/77610>.

Questions about the search process should be directed to Mark Bonnstetter, search committee chair at [mdbonnstetter@eiu.edu](mailto:mdbonnstetter@eiu.edu).

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