



NOTICE OF VACANCY

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| Position Title | Head Baseball Coach |
| Salary | Commensurate with qualifications and experience |
| Reports To | Vice President and Director of Athletics |
| Benefits | USAO offers a comprehensive benefits package including retirement, health, dental, vision, and insurance. |
| Position Type | Full-time FLSA Exempt |
| Hours | Varied; includes evenings, weekends, and travel during the competitive season |
| Open Until | Open Until Filled — Review begins immediately |

Position Summary

The Head Baseball Coach is responsible for the comprehensive leadership and administration of the intercollegiate baseball program at USAO. This includes student-athlete recruitment and development, academic oversight, competitive program management, and full compliance with NAIA and Sooner Athletic Conference rules and regulations. The Head Baseball Coach is expected to build and sustain a program that competes at a high level while reflecting the academic mission and values of the university. This position may also carry secondary responsibilities as assigned by the Director of Athletics.

Essential Duties & Responsibilities

The following duties are representative of the essential functions of this position. This list is not exhaustive, and other duties may be assigned as needed.

- Plan, organize, and direct all aspects of a competitive NAIA intercollegiate baseball program, including practices, game-day operations, travel, and scheduling.
- Actively recruit qualified student-athletes who demonstrate athletic ability, academic potential, and character consistent with USAO's mission and values.
- Provide individual and team instruction to promote skill development, competitive performance, and personal growth of all student-athletes.
- Monitor and support the academic progress, eligibility, and overall well-being of student-athletes in coordination with academic advising and student success staff.
- Ensure full and ongoing compliance with NAIA, Sooner Athletic Conference, and university rules, regulations, and policies.
- Manage the baseball program budget responsibly, including equipment, uniforms, travel, and operational expenditures, in coordination with the Director of Athletics.

- Oversee scheduling, maintenance coordination, and utilization of the baseball facility and practice areas in collaboration with facilities staff.
- Develop and maintain positive relationships with the campus community, alumni, donors, and baseball stakeholders to advance program visibility and support.
- Assist with fundraising, booster engagement, and community outreach initiatives as directed by the Athletics Department.
- Maintain current knowledge of NAIA eligibility rules, recruiting regulations, and governance requirements; attend required compliance training.
- Hire, supervise, and evaluate assistant coaching staff and graduate assistants as authorized.
- Participate in department meetings, university events, and professional development activities.
- Perform additional duties as assigned by the Director of Athletics.

Required Qualifications

- Bachelor's degree from an accredited institution.
- Demonstrated experience coaching baseball at the collegiate, junior college, or competitive amateur level.
- Knowledge of and commitment to full compliance with NAIA rules and regulations.
- Strong interpersonal, communication, and organizational skills.
- Ability to recruit, motivate, and develop student-athletes both athletically and academically.
- Valid driver's license and ability to travel for recruiting, competitions, and university events.
- Commitment to the educational mission and core values of USAO.

Preferred Qualifications

- Master's degree in a related field.
- Previous head coaching experience at the collegiate level.
- Experience with collegiate recruiting processes and compliance procedures.
- Proven record of program building, including roster development and competitive success.
- Experience managing a coaching staff and program budget.
- Established network within collegiate and competitive baseball communities.
- Background in strength and conditioning, video analysis, or other performance support disciplines.

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.

- Must be able to demonstrate baseball techniques, including throwing, hitting, fielding, and running.
- Must be able to lift and carry up to 50 lbs. (equipment bags, batting practice equipment, supplies, etc.).
- Extended standing, walking, and movement on the field during practice and competition is required.
- Must have sufficient visual and auditory ability to observe and instruct student-athletes during practice and competition.

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.

- Work is performed primarily outdoors in varying weather conditions, including heat, cold, wind, and rain.
- Frequent travel required, including evenings and weekends throughout the competitive season and recruiting periods.
- Work schedule includes extended and irregular hours during the competitive season, fall practice, and recruiting periods.
- Exposure to noise levels consistent with an outdoor athletic environment.

About USAO

The University of Science and Arts of Oklahoma (USAO) is Oklahoma's only public liberal arts university, located in Chickasha, Oklahoma, approximately 40 miles southwest of Oklahoma City. A proud member of the Council of Public Liberal Arts Colleges (COPLAC), USAO is charged by the Oklahoma State Regents for Higher Education to provide an outstanding general education program with strong offerings in the liberal arts and sciences. USAO competes as a member of the National Association of Intercollegiate Athletics (NAIA) and the Sooner Athletic Conference (SAC). For more information, visit www.usao.edu.

To Apply

Complete the USAO application at <https://usao.edu/about/personnel.html>

When completing the USAO application, please attach:

- A letter of interest addressing your coaching philosophy and vision for the USAO Baseball program
- A detailed resume or curriculum vitae
- Three (3) professional references (name, title, phone number, and email address)
- Copies of unofficial transcripts (official transcripts required upon hire)

Questions may be directed to the USAO Human Resources Office at hr@usao.edu.

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided with resources for reporting.
