



NOTICE OF VACANCY

Position Title	Head Golf Coach (Men's & Women's)
Salary	Commensurate with qualifications and experience
Reports To	Vice President and Director of Athletics
Benefits	USAO offers a comprehensive benefits package including pension, life, health, dental, and vision 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 Golf Coach is responsible for all aspects of the men's and women's intercollegiate golf program at USAO, including student-athlete recruitment, development, academic success, and competitive performance consistent with NAIA and Sooner Athletic Conference rules and regulations. This position provides visionary leadership for the programs that reflect the academic mission and core values of the university. The Head Golf Coach 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 men's and women's golf program, including practices, competitions, travel, and scheduling.
- Actively recruit qualified student-athletes who demonstrate athletic ability, academic potential, and character consistent with USAO's mission.
- Provide individual and team instruction to promote skill development, competitive excellence, and personal growth.
- Monitor and support the academic progress, eligibility, and overall well-being of all student-athletes.
- Ensure full compliance with NAIA, Sooner Athletic Conference, and university rules, regulations, and policies at all times.
- Manage the program budgets responsibly, including equipment, travel, and operational expenditures, in coordination with the Director of Athletics.
- Coordinate scheduling of home and away competition, practice facilities, and team travel logistics.

- Develop and maintain productive relationships with the campus community, alumni, donors, and golf stakeholders to support program growth.
- Assist with fundraising efforts and community engagement initiatives as directed by the Athletics Department.
- Maintain current knowledge of NAIA eligibility rules, recruiting regulations, and governance requirements.
- 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.
- Playing or coaching experience at the collegiate, club, 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 academically and athletically.
- Valid driver's license and ability to travel for recruiting and competition.
- Commitment to the educational mission and values of USAO.

Preferred Qualifications

- Master's degree in a related field.
- Previous head coaching experience at the collegiate level.
- Experience with NAIA or NCAA recruiting processes and compliance procedures.
- Experience in program building, budget management, and fundraising.
- Established network within collegiate and competitive golf communities.
- Background in golf course management, tournament organization, or PGA-affiliated programming.

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 golf techniques, including swinging, bending, and carrying equipment.
- Must be able to lift and carry up to 50 lbs. (equipment bags, supplies, etc.).
- Frequent walking of golf courses 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, recruiting periods, and university events.
- 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 Golf 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.

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

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.
