

# THE UNIVERSITY OF IOWA

## HEAD COACH CONTRACT (Women's Swimming and Diving)

This Contract is executed by and between the **State University of Iowa** ("University") and **Nathan P. Mundt** ("Coach"), effective the 1<sup>st</sup> day of July, 2026.

The Parties hereto promise and agree as follows:

### 1. EMPLOYMENT

University hereby employs Coach as Head Coach of Women's Swimming and Diving ("Team") for a period of three years from the 1<sup>st</sup> of July, 2026, through the 30th day of June, 2029. Coach agrees to and hereby accepts employment in this position and agrees to faithfully and diligently devote their effort to the performance of the duties of this position.

### 2. DUTIES

Coach is responsible for supervising, planning, and coordinating the above-named sports program ("Program"), and in so doing, Coach is expected to fulfill those duties listed in Appendix A, hereby incorporated by reference.

While the duties of assistant coaches shall be assigned by the head coach, it is understood the head and the assistant coaches are directly responsible, separately and collectively, to the Director of Athletics for compliance with the policies of the University and the Iowa Board of Regents ("Board"); and the rules and regulations of the Big Ten Conference Inc. ("Conference"); the College Sports Commission and its relevant rules ("CSC"); and the constitution and bylaws (and official interpretations thereof) of the National Collegiate Athletic Association ("NCAA"), including as they may be updated from time to time.

It is understood assistant coaches are immediately responsible to the head coach, who, in turn, is responsible for the activities of their staff as they relate to the athletics interests of the University.

Coach understands and agrees the Director of Athletics, as the administrative officer for the University, is charged with the responsibility to operate the program of intercollegiate athletics within the policies of the Board, and the University and in accordance with the constitution, bylaws, rules, regulations, and policies of the Conference, the CSC and the NCAA. In signing this Contract, Coach signifies they understand and shall comply with the policies, rules and regulations of the Board, University, CSC, Conference, and the NCAA and agree to abide by directives of the Director within the context of the above-mentioned policies, rules, and regulations as a condition of their employment. Coach's duty of compliance includes, but is not limited to, an affirmative obligation to cooperate fully in any infractions process and any process of the designated enforcement entity (if applicable), including any investigation and adjudication of a case. Coach expressly understands and agrees that Coach shall comply with relevant rules of the CSC, including dispute resolution processes.

Coach understands and agrees that Coach is responsible for the Team, and in that capacity, Coach may be asked to provide compliance certifications from time to time.

Coach understands and agrees they must notify the Director of Athletics prior to discussing any employment opportunities outside the University and outside the scope of this Contract. Coach shall immediately notify the Director of Athletics of the acceptance of another position. Upon acceptance of another position, the University may, at its discretion, terminate this contract immediately or at any time thereafter and University's sole obligation to Coach shall be payment of their salary and standard University employee benefits provided for herein in Paragraphs 3, 4 and 5 through such applicable date, along with any lump sum bonus (not base salary) compensation that has been earned but not yet paid.

**3. SALARY**

Coach's salary shall be \$123,000 per annum. For each following year of the contract, subject to the discretion of the Director of Athletics, Coach will be eligible for an adjustment to base salary provided it is supported by exemplary conduct, positive performance, salary market data, and departmental budget.

The salary shall be payable to Coach consistent with University and state rules and regulations in 12 monthly installments in accordance with the payroll policies of the University and subject to such deductions as may be required by applicable laws or regulations.

Coach agrees the University may initiate payroll deductions for non-University expenses paid by the University but which are the personal responsibility of Coach.

**4. RECURRING ANNUAL INCENTIVE COMPENSATION**

University agrees Coach will be paid annual incentive payments as described, should they meet the criteria described in this paragraph. Any such payment(s) will be made within sixty (60) days of the date of meeting the criteria:

I.	Academic Success (can earn any/all achieved)	
a.	Top-1/2 of B1G for Women's Swimming APR Multi yr.	\$1,500
b.	Top-1/2 of B1G for Women's Swimming FGR	\$1,500
c.	Top-1/2 of B1G for Women's Swimming GSR	\$1,500
II.	Big Ten Conference <sup>1</sup>	
a.	Team Top 5 Conference Tournament Finish	\$4,000
b.	Team Top 3 Conference Tournament Finish	\$5,000
c.	Team Conference Tournament Champion	\$10,000
d.	Individual Big Ten Champion	\$3,000 per athlete
III.	NCAA <sup>1</sup>	
a.	Team NCAA Top 25	\$7,000
b.	Team NCAA Top 15	\$8,000

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<sup>1</sup> Can earn highest Team incentive in addition to any/all Individual incentives achieved.

- c. Team NCAA Top 4 \$15,000
- d. Team NCAA National Championship \$25,000
- e. Individual NCAA Qualifier \$1,000 per athlete
- f. Individual NCAA National Champion \$5,000 per athlete

- IV. Head Coach of the Year (can earn any/all achieved):
  - a. NCAA National Coach of the Year \$5,000
  - b. Big Ten Coach of the Year \$2,500

**5. BENEFITS**

Coach shall receive standard fringe and employee benefits pursuant to University policy, with contributions and benefit amounts based only on the guaranteed annual salary. Coach shall also receive any employee-related benefits normally available to University professional employees in the Athletics Department, including those related to their position as head coach. Coach acknowledges the fringe benefits provided by the University are subject to change from time to time by the Iowa Legislature, the Board, or the University, and may be subject to taxation pursuant to federal and state law.

**6. SPORTS CAMPS**

In addition to their salary, Coach may, subject to the approval of the Director of Athletics and the existence of sufficient camper enrollment, have an opportunity to participate in a summer sports camp and to receive supplemental compensation which shall be subject to federal and state withholdings. In the event Coach is offered this opportunity, Coach shall coordinate their participation in the camp with the Sports Camp Director, and comply with University policies regarding the conduct of such camps, including supplemental compensation, accounting requirements, and vacation requirements.

**7. OUTSIDE COMPENSATION/CONFLICT OF INTEREST/COMMITMENTS**

Upon advance written approval of the Director of Athletics or both the Director of Athletics and the President (when applicable per institutional policy), Coach may enter into agreements with other parties to provide services not included within this Contract for compensation as long as such services can be performed within the limits permitted by the Conference, CSC, NCAA, and state law, and provided such services do not interfere with the Coach's obligations under this Contract and are fully consistent with all rules promulgated by the University or the Board. Coach's request for such annual approval shall be in writing and shall include the amount and source of the income. Contracts to receive compensation from parties outside the University shall also comply with the University's policy on Conflict of Interest/Commitments.

**8. DISCLOSURE**

Beginning with the effective date of this Contract, Coach shall disclose annually to the President and the Director of Athletics, outside sources and amounts of athletically related benefits to the extent such disclosure is required by the CSC, NCAA or the Conference.

## **9. NCAA, CSC AND CONFERENCE REGULATIONS**

It is expressly understood and agreed by the parties this Contract is subject to rules, regulations, and procedures promulgated and adopted by the CSC, NCAA and Conference. Such regulations and procedures, to the extent applicable, are incorporated herein by reference and to the extent inconsistent herewith shall prevail over the terms of this Contract. Notwithstanding Paragraph 18 below, modification, changes, additions or deletions to such regulations, as applicable herein, shall automatically apply to this Contract without the necessity of a written modification.

## **10. DISCIPLINE**

If the Director of Athletics determines Coach has acted in violation of this Contract, University policies and procedures, Conference, CSC or NCAA rules, or applicable laws, whether while employed by University or during prior employment at another NCAA member institution, Coach may be subject to disciplinary action, including without limitation, suspension with or without pay, and/or termination pursuant to Paragraphs 11 or 12. Further, if Coach is found in violation of CSC or NCAA rules, they shall be subject to disciplinary or corrective action as set forth in the provisions of applicable CSC or NCAA enforcement procedures or as imposed by the designated enforcement entity. Such disciplinary or corrective actions may include but are not limited to suspension without pay or termination of employment.

## **11. TERMINATION BY UNIVERSITY FOR CAUSE**

The University may terminate or take any other disciplinary action, as it deems reasonable and appropriate, for cause. "Cause" as used in this Contract includes, but is not limited to:

- (a) One significant violation or multiple or repetitive violations of the duties of Coach, which are outlined in Appendix A, or of any of the other terms/conditions of this Contract, or a refusal or unwillingness to perform such duties in good faith and to the best of the Coach's abilities; or
- (b) One major violation or multiple or repetitive violations, or conduct which may constitute or lead to a NCAA Level I or Level II violation (or their substantive equivalents), as determined by the University, of an NCAA, CSC or other governing association rule or regulation by Coach, or by any University employee for whom Coach is administratively responsible, or by a representative of the University's athletics interests of which, in the judgment of the University, Coach knew or should have known about with reasonable diligence and oversight; or
- (c) A violation of any rule, regulation or policy of the CSC, NCAA, Big Ten Conference, the Board or University involving fraud, dishonesty, moral turpitude, violence, or conflict of interest; or
- (d) The commission of a crime whether prosecuted or not (excluding minor traffic citations) or any other personal conduct, if either is reasonably determined by the University to impair Coach's ability to fulfill assigned duties or to reflect adversely on the Coach's fitness to serve as head coach; or

- (e) Failure to report observations or complaints of sexual harassment or unwelcomed sexual behavior, sexual misconduct, stalking, dating/domestic violence, etc. in Coach's role as an academic or administrative officer or campus security authority as required by University policy; or failure to report any observations of other UI Policy or CSC or NCAA rule violations. Failure to cooperate fully with and/or assist in any NCAA, CSC, Conference, or University infractions process, including the investigation and adjudication of a case; or
- (f) Soliciting, placing or accepting by Coach of a bet on any intercollegiate or professional athletics contest in violation of an NCAA, CSC or other governing association rule; or permitting, condoning or encouraging by Coach of any illegal gambling, bookmaking or illegal betting involving any intercollegiate or professional athletic contest whether through a bookmaker, a parlay card, a pool or any other method of organized gambling; or furnishing by Coach of information or data relating in any manner to Coach's sport or any other sport to any individual known by Coach to be or whom Coach should reasonably know to be a gambler, better or bookmaker, or an agent of any such person, or consorting or associating by Coach with such persons, as determined by the University; or
- (g) Failure by Coach to engage in (and/or failure to assure that every person under Coach's supervision is engaging in) safe and responsible treatment of student-athletes or failure to avoid behavior that could jeopardize a student-athlete's health, safety, welfare or that could otherwise cause harm or risk to a student-athlete; or
- (h) Death, prolonged absence, or physical or mental incapacity to perform assigned duties. Said physical or mental incapacity shall be determined by the majority of a panel of three physicians. One such physician shall be chosen by the University, one by Coach, and the third physician shall be chosen by the two appointed by the parties.

In the event of a termination under this paragraph, University's sole obligation to Coach shall be payment of their salary and standard University employee benefits provided for herein in Paragraphs 3, 4 and 5 through the date of termination. In the event of death, this contract shall terminate automatically at the time of death. University shall not be liable to Coach or Coach's beneficiaries or representatives for any collateral business opportunities or other benefits associated with Coach's position as Head Coach.

## **12. TERMINATION BY UNIVERSITY WITHOUT CAUSE; LIQUIDATED DAMAGES**

The University may terminate this Contract at any time without cause. In such event, Coach will not be reassigned to any other position within the Department of Athletics. Further, in such event, University shall pay to Coach as liquidated damages and not compensation, in lieu of any and all other legal remedies or equitable relief, the sum of \$123,000 each year (pro rata) remaining, or \$246,000 whichever amount is less along with any Recurring Annual Incentive Compensation as set forth in Paragraph 4 above (not base salary) that has been earned but not yet paid, on the condition that upon termination Coach shall sign a full release of claims that have been or could be asserted at that time. All such liquidated damages shall be paid in equal monthly installments for the then-remaining otherwise unexpired scheduled Term of this Contract. The University shall not be liable to Coach for any University benefits,

supplemental compensation or any collateral business opportunities or other benefits associated with Coach's position as head coach described in Paragraph 5.

Coach agrees to an affirmative duty to mitigate any amounts owed under this liquidated damages provision by any gross income that Coach receives during the otherwise unexpired contract term.

Coach shall promptly make reasonable, continued, and diligent efforts to obtain comparable or supplemental employment, such as a coaching position at a college or University or with a professional or club team, consulting, TV or radio appearances, an independent contractor position, etc. or in any other manner or marketplace during the otherwise unexpired term of the contract. Any resulting gross income from such work shall reduce the University's liquidated damages on a dollar-for-dollar basis. Failure to seek such work reasonably and in good faith constitutes a material breach of this Contract and shall relieve the University from all future obligations to make payments to Coach under this Contract. Coach shall provide the University on an ongoing basis with information relating to the efforts undertaken to secure other employment and respond to any inquiries that the University may make relating to those efforts and documentation of the same, within thirty days of any such inquiry. Nonresponsiveness to University inquiries will be considered evidence of Coach's failure to seek such work reasonably and in good faith.

Any University obligation to provide liquidated damages expires with the term of the original contract. If at any time prior to the completion of the liquidated damages payments, Coach's monthly compensation exceeds the University liquidated damages monthly amount, no further liquidated damages payments will be made for the remaining duration of that payment period. The University shall be notified immediately upon acceptance of any such work that would reduce or eliminate its obligation to pay liquidated damages and Coach shall provide appropriate and official documentation (such as an executed contract) of the new position, start date, and total compensation to be paid .

The University shall not be liable to Coach for any University benefits, supplemental compensation or any collateral business opportunities or other benefits associated with Coach's position as described in Paragraph 5. The parties have bargained for this liquidated damages provision, giving consideration to the following: This is a Contract for personal services. The parties recognize a termination of this Contract by University prior to its natural expiration may cause Coach to lose certain benefits, supplemental compensation or outside compensation relating to their employment at University, which damages are difficult to determine with certainty. Accordingly, the parties agree to this liquidated damage provision.

### **13. TERMINATION BY COACH; LIQUIDATED DAMAGES**

Coach agrees not to seek or apply for other coaching positions without prior notice to the Director of Athletics. However, Coach may terminate this Contract without cause upon thirty (30) days written notice to University. In the event of such termination, University's sole obligation to Coach shall be payment of their compensation, along with any Recurring Annual Incentive Compensation component as set forth in Paragraph 4 above (not base salary) that has been earned but not yet paid, and standard University employee benefits as provided in Paragraphs 3 and 5 hereof through the date of such termination. The University shall not be liable to Coach for any other collateral business opportunities or other benefits associated with

Coach's position as head coach or as an employee of the Department of Athletics as described in Paragraph 5.

If Coach terminates the contract voluntarily, Coach will be required to pay the total amount of liquidated damages to the University, with half of such amount being due within sixty (60) days of leaving the University and the remaining half due within one (1) year of leaving the University, according to the following schedule:

Year 1:	\$123,000 (One times contracted salary)
Year 2:	\$61,500 (50% contracted annual salary)
Year 3:	\$0

The parties have bargained for this liquidated damages provision, giving consideration to the following: This is a Contract for personal services. The parties recognize a termination of this Contract by Coach prior to its natural expiration may cause University to incur certain expenses and lose certain benefits relating to the replacement of Coach at the University, which damages are difficult to determine with certainty. Accordingly, the parties agree to this liquidated damage provision.

At the sole discretion of the Director of Athletics or their designee, the liquidated damages amount that is owed by Coach under the preceding Section 13 language, may be reduced or eliminated in its entirety should the following criteria be met:

1. Coach accepts a Head coaching position at a non-Division 1 institution; and
2. Thirty days written notice is provided by Coach to University.

#### **14. UNIVERSITY RECORDS**

All materials or articles of information including, without limitation, personnel records, expense records, recruiting records, team information, films, statistics or any other material furnished to Coach by University or developed by Coach on behalf of University or at University's direction or for University's use or otherwise in connection with Coach's employment hereunder are and shall remain the property of University. In the event of Coach's termination as provided herein, Coach shall immediately cause any such materials to be delivered to University. Coach may request copies of University records relating to the Program, which request shall not unreasonably be denied.

#### **15. ENTIRE AGREEMENT AND MERGER**

This Contract constitutes the full and complete agreement of the parties. No prior or subsequent written or oral understandings or representations pertaining to the subject matter of this Contract shall be binding upon the parties unless contained herein or set forth in the form of written amendment(s) to the Contract, executed by both parties and approved by the President prior to becoming effective.

#### **16. INTERPRETATION AND APPLICABLE LAW**

This Contract is made under and shall be interpreted according to the laws of the State of Iowa. Any rule to the effect a contract shall be construed against the party drafting shall have no application to this Contract. If any provision of the Contract or the application thereof

shall be held invalid or unenforceable, the remaining provisions and their application shall not be affected thereby and shall continue to be fully effective and enforceable.

**17. DISPUTE RESOLUTION**

It is mutually understood every effort will be made to resolve intradepartmental and interpersonal conflicts or disagreements as internal matters to be resolved in a spirit of goodwill among those concerned. An action on the part of Coach to publicly report internal problems or disagreements will be regarded as contrary to the terms of this Contract. Public information should be provided through the Athletics Strategic Communication office and in accordance with policies mutually agreed to by coaches, the Director of Athletics, and the University.

**18. MODIFICATIONS**

The Parties agree this Contract cannot be modified unless in writing and signed by the Parties hereto.

**NATHAN P. MUNDT**

DocuSigned by:  
*Nathan Mundt*

Head Women's Swimming & Diving Coach

4/10/2026

Date

**UNIVERSITY OF IOWA**

Signed by:  
*Beth Goetz*

Beth Goetz, Henry B. and Patricia B. Tippie  
Director of Athletics Chair

4/10/2026

Date

DocuSigned by:  
*Barbara J. Wilson*

Barbara J. Wilson, President

4/10/2026

Date

**The University of Iowa - Department of Intercollegiate Athletics  
Job Description**

**Nathan Mundt**

**Head Women's Swimming and Diving Coach**

**University Classification & Job Code:** Head Coach PSC2

**Job Function:** Athletics

**Job Family:** Coaches

**Position #:** 00001790

**Administrative Supervisor:** Lyla Clerry, Senior Associate Athletics Director

**% Time:** 100%/Full-Time

**P&S Status:** At Will

**FLSA Status:** Exempt

**Salary:** Commensurate

**Job Family Purpose Statement**

Recruit and develop uniquely qualified groups of student athletes by creating a supportive academic and athletic environment that fosters overall success. Must have technical expertise, knowledge and understanding of a specific sport. Must be an evaluator of individual talent, potential and skill level. Key areas of responsibility include teaching, recruitment, administration, regulations, budget and staffing.

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**POSITION SPECIFIC SUMMARY**

The Head Coach is responsible for the management and administration of all phases of a competitive Division I sports program that (a) recruits, retains and graduates high caliber student-athletes with a high level of satisfaction, (b) competes successfully within the Big Ten Conference, and (c) maintains a program and staff that demonstrates high ethical standards.

**ATHLETICS JOB EXPECTATIONS INCLUDE:**

- Embraces the *Win. Graduate. Do It Right.* philosophy of the Department of Intercollegiate Athletics, as stated in the departmental mission and its accompanying values and commitments.
- Commitment to team goals and shared accomplishments. Excellent interpersonal skills and ability to understand group dynamics and drive results.
- Adheres to the rules and regulations of the University, the Big Ten Conference, the College Sports Commission (CSC) and the NCAA; commits to reporting any Big Ten, CSC or NCAA violations involving the University of Iowa to departmental compliance personnel.

- Contributes to the development of an environment for student-athletes that is healthy, safe and respectful. Establishes a positive relationship with student-athletes, founded on fairness, openness, honesty, and leadership opportunity.
- Promotes a welcoming climate that enhances the overall experience for all members of the Athletics Department.

**KEY AREAS OF RESPONSIBILITIES AND SPECIFIC JOB DUTIES AND TASKS**

**Regulations**

<p>Responsible for compliance with all NCAA, CSC, Conference and University rules, policies, and procedures.</p> <p>Provide orientation, training and guidance, as needed, to assure their compliance with applicable rules, policies and procedures.</p>	<ul style="list-style-type: none"> <li>• Promote an atmosphere of compliance and maintain a written record of this expectation.</li> <li>• Monitor the activities of all personnel involved with the program who report, directly or indirectly. The head coach assumes responsibility for the actions of all assistant coaches and administrators who report, directly or indirectly.</li> <li>• Provide appropriate training and guidance to staff.</li> <li>• Manage, monitor and archive all required records and paperwork per regulatory requirements (e.g., state, federal and NCAA, CSC compliance).</li> <li>• Complete a certification in the form provided by the CSC as a “Certifying Person” for purposes of University’s CSC Participant Agreement.</li> </ul>
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**Recruitment**

<p>Develop recruitment philosophy and strategy.</p> <p>Coordinate or monitor recruiting functions.</p> <p>Identify, evaluate, and communicate with recruits, as needed.</p> <p>Responsible for final decisions and overall results (e.g., integrity, commitment and enrollment of prospects).</p>	<ul style="list-style-type: none"> <li>• Oversee the recruitment and selection of student-athletes that will advance the competitive and academic success of the program.             <ul style="list-style-type: none"> <li>○ Make recruitment assignments to appropriate sport staff, clarify responsibilities, and ensuring that all recruitment activities (including recruitment-related correspondence, telephone calls, academic evaluations, athletic evaluations, off-campus contacts, and home visits) in compliance with NCAA, CSC and departmental guidelines.</li> <li>○ As an NCAA certified recruiter, successfully research, scout, evaluate and contact prospective student-athletes while operating within the scope of the Big Ten, CSC and NCAA regulations.</li> <li>○ Collaborate with other University staff to design effective official and unofficial visits compliant with University and NCAA and CSC regulations.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ Coordinate with the Associate Director of Athletics for Compliance the process of determining academic eligibility and issuing Athletic Scholarship Agreements.</li> <li>○ Establish and develop relationships with appropriate high school and junior college officials, amateur club coaches, and coaches within the sport's national governing body for public relations purposes, thus positioning the University nationally.</li> <li>● Oversee the coordination of staff travel for recruitment purposes.</li> </ul>
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**Teaching**

<p>Construct and assume final responsibility for overall curriculum development.</p> <p>Develop and implement expertise-specific curriculum.</p> <p>Assume ultimate responsibility for implementation and execution.</p>	<ul style="list-style-type: none"> <li>● Oversee the conduct and supervision of all practice and conditioning sessions.             <ul style="list-style-type: none"> <li>○ Provide sound leadership while guiding students through the learning experience via a variety of teaching strategies.</li> <li>○ Design, conduct and monitor in- and out-of-season countable athletically related activities (CARA) per NCAA playing and practice regulations and departmental policy, including declaring the practice season, reporting weekly CARA, and adhering to sport-specific rules regarding voluntary activities and sport-specific safety exceptions.</li> <li>○ Oversee the evaluation of all student-athletes, identifying strengths and deficiencies, and designing instructional opportunities to improve technical and strategic execution based on sound motor learning and biomechanical principles.</li> <li>○ Collaborate with the Assistant Coaches, certified Athletics Trainer, and Strength and Conditioning Coach to design both academic year (in season and out-of-season) and summer conditioning programs, encompassing recognized and approved methods of improving power, speed, strength and aerobic performance, consistent with industry safety and health standards</li> </ul> </li> <li>● Oversee the production of manuals or electronic publications for summer conditioning, technical or tactical instruction, and team handbooks, as needed.</li> <li>● Oversee all competition management responsibilities.</li> </ul>
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	<ul style="list-style-type: none"> <li>○ Oversee the scouting of opponents, collecting and analyzing tactical and statistical data, evaluations, and designing competition plans and strategies.</li> <li>○ If appropriate, oversee preparatory meetings with assistant coaches to (1) identify coaching strategies for upcoming competitions, and (2) prepare the official competition plan materials and simulations for the student-athletes.</li> <li>○ Oversee the management of team-related meet-day activities, including meet-day practices, pre- or post-competition meals and sport psychology/performance sessions, while collaborating with event units, including Sports Promotions &amp; Marketing, Strategic Communications, Facilities, Event Management, Ticket Operations, UI Center For Advancement, Booster/Fan Club, or Compliance.</li> <li>○ Oversee implementation of competition plan, evaluation of student-athletes' performances, disbursement of feedback, and collection of necessary statistics.</li> </ul>
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**Leadership/Human Resources**

<p>Hold assistant coaches/staff accountable for a high performance and high engagement by articulating expectations, monitoring performance and providing feedback consistently across areas of responsibility.</p> <p>Hire, supervise, evaluate and terminate assigned assistant coaches, part-time coaches, administrative assistants, graduate assistants and other support staff.</p> <p>Provide orientation, training and guidance, as needed, to assure their compliance with applicable rules, policies and procedures.</p> <p>Develop job descriptions for each sport-specific staff person and conduct annual performance reviews and</p>	<ul style="list-style-type: none"> <li>● Recruit, hire, supervise, evaluate and terminate assigned assistant coaches, part-time coaches, administrative assistants, graduate assistants and other support staff.</li> <li>● Manage personnel in a manner that maximizes engagement and productivity and is compliant with University and Athletics policies and procedures. Personnel changes require the approval of the Sport Administrator and Director of Athletics.</li> <li>● Provide orientation, training and guidance, as needed, to ensure their compliance with applicable rules, policies and procedures.</li> <li>● Develop a job description for each sport-specific staff person. Develop and implement policies, procedures, and/or work rules for select staff.</li> <li>● Conduct annual performance evaluations as appropriate.</li> </ul>
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make recommendations, as appropriate.	
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**Administration**

<p>Monitor and grant final approval for administrative decisions made by Assistants.</p> <p>Responsible for administrative outcomes (e.g., budget, travel, schedule, camps, public relations, and fundraising).</p> <p>Abide by all departmental and University policies and procedures.</p>	<ul style="list-style-type: none"> <li>• Develop a sport program that competes successfully within the Big Ten Conference and/or NCAA Division I.</li> </ul> <p><b>Team Management</b></p> <ul style="list-style-type: none"> <li>• Develop and articulate to student-athletes the team rules regarding appearance, practice, class attendance, punctuality, dress code and general standards of behavior. Advise and counsel students regarding their obligation to comply with all rules and regulations related to financial aid and eligibility, as well as personal conduct and appearance. Regulatory expectations are defined by Team Rules, Departmental Policy, Presidential Committee on Athletics Policy, university policy and membership regulations of the Big Ten Conference, CSC, the NCAA and the sport’s national governing body. Enforce team rules and appropriate disciplinary action.</li> <li>• Counsel team members in academic, disciplinary and personal matters. When appropriate, consult with the Athletics Academic Counselor, Sport Administrator, or Senior Associate Director of Athletics for Student-Athlete Academic Services and/or other University administrators to resolve problems.</li> <li>• Refer students in matters of physical, addictive or mental health issues to appropriate University resource persons, utilizing the department’s recommended protocol.</li> <li>• Assist in the management of the students’ academic commitments, including transitional seminars, Life Skills programming, class attendance and structured study. Work closely with the Senior Associate Director of Athletics for Student-Athlete Academic Services and academic support staff on issues of enforcement and eligibility.</li> <li>• Provide student-athletes with information on opportunities to compete at approved national and international tournaments, meets, etc., in conjunction with the Director of Athletics.</li> </ul> <p><b>Sport Management</b></p> <ul style="list-style-type: none"> <li>• Oversee the sport program in a manner compliant with University and Department expectations.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Oversee interaction with primary support units such as Academic Services, Sports Medicine and Compliance.</li> <li>• Oversee, as appropriate, the management of Big Ten mandated film exchange programs per conference game management manuals.</li> <li>• Oversee the team awards process (e.g., annual participation/letter awards, special achievement awards and post-season or championship awards) per departmental policy, CSC and NCAA rules.</li> <li>• Oversee the team’s annual awards banquet, per University policies and NCAA rules.</li> <li>• Ensure the safety of student-athletes and coaching staff through careful monitoring of the condition of athletic equipment and facilities utilized by the designated sport. Submit requests for repair, maintenance and improvement of facilities utilized by the designated sport. Submit request for repair, maintenance and improvement of facilities to the Director of Athletics, Senior Associate Director of Athletics, and/or Director of Facilities when appropriate.</li> </ul> <p><b>Travel</b></p> <ul style="list-style-type: none"> <li>• Oversee the coordination of all team travel arrangements. Arrangements shall include development of itineraries, reservations for transportation (ground and air), lodging, meals, practice facilities, meeting rooms and entertainment. Monitor expenditures and cash disbursements for compliance with University, departmental, CSC and NCAA policies. Manage travel party per conference regulations.</li> <li>• Oversee staff travel assignments with team and student-athletes who must travel independently (e.g., held back due to final exams). Monitor conduct of the student-athletes and assist in the execution of the travel itinerary.</li> <li>• Oversee the coordination of professional travel for clinics, annual conventions, educational opportunities, and required Big Ten, CSC or NCAA meetings.</li> </ul> <p><b>Scheduling &amp; Facility Management</b></p> <ul style="list-style-type: none"> <li>• Schedule use of facilities for practice and competitions in collaboration with the Senior Associate Director of Athletics, the Director of Facilities, and/or the Senior Associate Director of Recreational Services.</li> <li>• Oversee swimming competition facility, as appropriate. Coordinate with Recreational Services and facility</li> </ul>
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	<p>management staff for practice and competition needs. Assist with physical management as necessary.</p> <ul style="list-style-type: none"> <li>• Arrange a competitive event schedule in conjunction with the Director of Athletics and/or the appropriate Senior Associate/Associate Director of Athletics, and in compliance with departmental policies and CSC and NCAA rules.</li> <li>• Oversee that sport staff interface with appropriate departmental administrators to manage site assignments for all activities, including visiting team practices, reservations for alternative facilities (e.g. classrooms, meeting rooms, swimming pool), pre- and post-events, hospitality rooms and cancelled practices.</li> </ul> <p><b>Public Relations and Fundraising</b></p> <ul style="list-style-type: none"> <li>• Participate in public relations activities, including speaking engagements, television and radio interviews, press conferences and appearances at fund raising events as approved or requested. Represent the Department at professional, civic, charitable and alumni events.</li> <li>• Oversee or assist with the planning, coordination, and execution of approved fund-raising activities and initiatives that promote the sport within the community.</li> <li>• Facilitate the growth of approved booster or fan clubs per departmental and UI Center for Advancement guidelines, including the development of annual agendas, the writing and distribution of sport newsletters, and the coordination of special events. Assure that booster clubs related to the sport program adhere to all rules and regulations of the CSC, NCAA and the University of Iowa.</li> <li>• Oversee the development of an annual sports team community service program; seek pre-approval per CSC, NCAA rules and departmental policy; provide leadership and oversight in the implementation.</li> <li>• Oversee the development of clinics, exhibitions, private lessons, and sports camps compliant with CSC and NCAA rules and departmental policy. Provide administrative oversight and clinical instruction as is appropriate.</li> <li>• Oversee or assist in the development of agendas to increase interest in the sport and attendance at competitions.</li> <li>• Oversee the strategic development and/or maintenance of the sport's social media outlets for purposes of recruiting, marketing, and/or public relations.</li> </ul>
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	<p><b>Departmental</b></p> <ul style="list-style-type: none"> <li>• Cooperate with all coaches and administrative staff within the intercollegiate athletics program to enhance overall departmental operation.</li> <li>• Make efforts to increase diversity when hiring personnel and recruiting student-athletes.</li> <li>• As required, assist in the compilation of data and reports as required by the Department, University and membership organizations.</li> <li>• Perform other duties or responsibilities as assigned by the assigned Associate Director of Athletics or Director of Athletics.</li> </ul>
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**Financial Responsibility**

<p>Direct budget development and oversee budget operations and assure issues are resolved.</p> <p>Oversee and approve the purchase of apparel and/or specialized equipment.</p>	<ul style="list-style-type: none"> <li>• Develop and submit the sport's annual budget. Manage the sport's program within the framework of a balanced budget and approve all expenditures to sport budget.</li> <li>• Oversee the purchase of apparel and/or specialized equipment. Work with vendors in accordance with University protocol. Consult with the equipment manager on matters of inventory, purchase and delivery. Coordinate with the equipment manager to ensure the issuance of the necessary equipment and apparel for scheduled practices and competitive events.</li> <li>• Monitor the condition of equipment, request repairs or replacement as necessary. Manage disposal of equipment in accordance with University protocol and NCAA rules.</li> </ul>
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## UNIVERSAL COMPETENCIES

### **Collaboration/Positive Impact (Proficiency level: Expert/Leader)**

<p>Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.</p>	<ul style="list-style-type: none"> <li>• Creates and champions initiatives that foster respectful communication, learning and a spirit of cooperation.</li> <li>• Regularly shares information and effectively influences to gain common commitment in achieving objectives.</li> <li>• Shapes unit/department, college/division, or university governance so as to reinforce collaboration, accountability, and responsibility.</li> <li>• Promotes a climate that recognizes, celebrates, and rewards collaboration.</li> <li>• Works to create a climate that values and rewards initiative, excellence, continual learning, and achievement of results.</li> <li>• Deals effectively with ambiguity and change; coaches others in behaviors and prepares others through development for ongoing effectiveness.</li> </ul>
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### **Welcoming and Respectful Environment (Proficiency level: Expert/Leader)**

<p>Ability to foster a welcoming and respectful workplace environment while recognizing personal differences. Ability to work with a variety of individuals and groups in a constructive and respectful manner.</p>	<ul style="list-style-type: none"> <li>• Communicates to multiple internal and external constituencies the importance of a welcoming and respectful workplace environment where people of all backgrounds and perspectives feel welcomed and appreciated, and where every individual is empowered to make a positive impact, to advance the UI's mission.</li> <li>• Uses data to evaluate outcomes of policies and practices in their unit and implements continuous improvement strategies to enhance a welcoming and respectful workplace environment.</li> <li>• Coaches and teaches others to develop a welcoming and respectful workplace environment where people of all backgrounds and perspectives feel welcomed and appreciated, and where every individual is empowered to make a positive impact.</li> <li>• Considers the importance of a welcoming and respectful workplace environment in unit strategic planning.</li> <li>• Promotes a welcoming and respectful workplace environment that recognizes, celebrates, and rewards behaviors that support the university's core values.</li> </ul>
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	<ul style="list-style-type: none"> <li>Recognizes and addresses disrespectful or non-welcoming behavior, including one’s own; holds people accountable for such behavior.</li> </ul>
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**Service Excellence/Customer Focus (Proficiency level: Expert/Leader)**

<p>Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.</p>	<ul style="list-style-type: none"> <li>Effectively uses a broad range of methods in communicating complex ideas to diverse populations.</li> <li>Monitors profession/field/discipline for trends and implements innovative solutions to enhance service.</li> <li>Builds successful track record of superior personal and organizational service delivery in diverse environments.</li> <li>Promotes excellence achieved through reports or other media for distribution to internal and/or external constituents and the professional community.</li> </ul>
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**TECHNICAL COMPETENCIES**

**Athletic Recruiting (Proficiency level: Extensive)**

<p>Knowledge of and ability to select talented students for participation on sports teams and scholarships consistent with CSC and NCAA rules.</p>	<ul style="list-style-type: none"> <li>Advises on how to research and conduct student recruiting consistent with CSC and NCAA regulations.</li> <li>Develops strategic relationships with high school, junior college coaches and academic offices in those schools consistent with CSC and NCAA regulations.</li> <li>Oversees the efficiency of campus recruiting events within the Athletic Department consistent with CSC and NCAA regulations.</li> <li>Adjusts systems for tracking and recording student information according to updated operational needs and CSC and NCAA regulations.</li> <li>Develops student assessment activities or programs within the Athletic Department's recruiting function consistent with university and CSC and NCAA regulations.</li> <li>Formulates strategies in line with the Athletic Department's mission, vision, goals.</li> </ul>
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**Coaching Others (Proficiency level: Expert/Leader)**

<p>Knowledge of coaching concepts and methods; ability to encourage, motivate, and guide individuals or teams in</p>	<ul style="list-style-type: none"> <li>Designs, documents, and implements a variety of coaching game plans.</li> <li>Educates others on coaching strategies, techniques, and best practices.</li> </ul>
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<p>learning and improving effectiveness.</p>	<ul style="list-style-type: none"> <li>• Consults on diagnosing team performance and creating a game plan.</li> <li>• Monitors marketplace for effective coaching strategies and techniques.</li> <li>• Designs processes for identifying coaches and coaching opportunities.</li> <li>• Contributes to plans and policies regarding nurturing high-potential talent for retention and growth.</li> </ul>
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**Curriculum Design (Proficiency level: Extensive)**

<p>Knowledge of and ability to use the methods, tools and techniques required to develop an instructional delivery system that meets the learning needs of a given population in a timely fashion.</p>	<ul style="list-style-type: none"> <li>• Designs and develops training curricula for multiple and diverse populations.</li> <li>• Guides others in conducting assessments to determine students' level of understanding.</li> <li>• Consults on integrating internal and external training components and defining learning objectives for a variety of programs, courses and modules.</li> <li>• Evaluates an organization's curriculum for alignment with program outcomes, learning methods, and assessments.</li> <li>• Interprets how different components shape the design of curriculum.</li> <li>• Presents and justifies proposed curricula to senior management.</li> </ul>
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**NCAA, CSC and Ethics and Compliance (Proficiency level: Expert/Leader)**

<p>Knowledge of practices, behaviors, applicable laws, rules, and regulations governing proper conduct of collegiate sports; ability to demonstrate ethical behavior in diverse situations.</p>	<ul style="list-style-type: none"> <li>• Designs, implements, communicates, and manages ethical policies.</li> <li>• Explains the role of ethics in national collegiate sports, citing examples of relevant regulations.</li> <li>• Updates and maintains organizational code of ethics and associated policies.</li> <li>• Creates mechanisms that encourage attention to ethical issues in all sports activities.</li> <li>• Counsels senior management on the ethics implications of CSC and NCAA regulations.</li> <li>• Leads discussions on historical and future perspective of collegiate sports regulations.</li> </ul>
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**Student Performance Management/Athletics (Proficiency level: Expert/Leader)**

<p>Knowledge of methods and principles to enhance athletic performance and create an environment for holistic student</p>	<ul style="list-style-type: none"> <li>• Leads in developing SPM best practices to achieve university goals.</li> <li>• Elaborates on the use of strategies, advanced skills and management systems for SPM.</li> </ul>
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<p>development including progress toward degree.</p>	<ul style="list-style-type: none"> <li>• Advocates the mission, vision and values of SPM throughout the athletic program.</li> <li>• Establishes policies, criteria and expectations for the team.</li> <li>• Plays a leading role in designing reward and recognition systems for SPM.</li> <li>• Predicts the future perspective and direction of SPM.</li> </ul>
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**Budgeting (Proficiency level: Extensive) (Optional)**

<p>Knowledge of, and ability to apply, policies and practices for planning and administering a budget.</p>	<ul style="list-style-type: none"> <li>• Develops and manages large and important budgets.</li> <li>• Uses organization's preferred budgeting software tools.</li> <li>• Compares planned budgets vs. actual expenditures, identifies, reports, and explains variances.</li> <li>• Works with business managers to create appropriate budget amounts.</li> <li>• Participates in developing budget adjustment procedures and practices.</li> <li>• Evaluates past business decisions and associated budgetary considerations and impact.</li> </ul>
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**Performance Management (Proficiency level: Expert/Leader) (Optional)**

<p>Ability to apply organization's performance management system, practices, and tools to developing and improving individual, team, and organizational performance.</p>	<ul style="list-style-type: none"> <li>• Takes part in developing and implementing enterprise-wide performance management systems.</li> <li>• Identifies key issues in integrating selection, development, recognition, and reward systems.</li> <li>• Coaches less experienced managers in the processes of performance management.</li> <li>• Plays a leading role in designing individual and team reward and recognition systems.</li> <li>• Champions a climate that supports and rewards excellent group and individual performance.</li> <li>• Monitors industry for new approaches or ideas regarding performance management.</li> </ul>
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**PROFICIENCY LEVELS ARE DEFINED AS:**

**Basic Knowledge:** Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

**Working Experience:** Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

**Extensive Experience:** Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

**Expert/Leader:** Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes

### **POLICY EXPECTATIONS**

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the [University Operations Manual](#) and UI [Work Rules](#).

### **POSITION QUALIFICATIONS**

#### **Required Qualifications:**

- Bachelor's Degree (or international equivalent);
- Three (3) or more years successful intercollegiate swim coaching experience and/or five (5) or more years of successful coaching experience with a major club, high school, professional or Olympic swimming program;
- Knowledge of CSC and NCAA rules and regulations;
- Demonstrated success in recruiting national caliber student-athletes within and external to the mid-west and the state of Iowa, who can be successful at the Division I level;
- Demonstrated skills in administration, organization, training and coaching necessary to conduct a successful intercollegiate program;
- Excellent oral and written communication skills as demonstrated through public speaking engagements, clinician experience, and/or use of effective and creative training/coaching techniques;
- Professional experience working effectively with individuals from a variety of backgrounds and perspectives, demonstrating strong interpersonal skills and ability to build trusting relationships.

#### **Desired Qualifications:**

- Master's degree
- Successful NCAA Division I women's swim coach experience
- Working knowledge of and ability to:
  - Utilize basic office support software (word processing, email, presentation software and spreadsheets)
  - Utilize Hy-Tek sports software, TeamWorks and/or other NCAA compliance software such as ACS or JumpForward or similar

- Operate effectively within a highly regulated team environment.