University of Connecticut  
Department of Student Activities  
University Spirit, Pride, Tradition Programs  
Special Payroll Position Description  
ASSISTANT DANCE COACH

JOB SUMMARY
Under the general direction of an administrator, this position is responsible for assisting in the selection, training, performance, oversight, and evaluation of the University Dance Team and assisting in the oversight and operation of the University Spirit, Pride, Tradition Program in a manner consistent with the University’s visions for a comprehensive program. The hours for this position are anticipated to be between 10-15 hours per week at a rate of $15/hour with a start date of mid-July 2018 and an end date of May, 2019.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES
1. Oversee the University Dance Team to ensure a safe and developmentally appropriate experience for students.
   • Be familiar and comply with all applicable policies and procedures related to the activities of the University Spirit, Pride Tradition Program, including but not limited to NDA, NCA, NCAA, conference, State, and University.
   • Assist with the holding of Dance and Cheer try-outs annually and as needed to ensure high quality and diversity.
   • Assist with the scheduling and conduct of regular training/practice sessions; maintaining oversight of the Dance Team as necessary at appearances.
   • Work with University departments to ensure the health and safety of SPT members throughout the season; making referrals and following up as necessary.
   • Assist in ensuring SPT member compliance with all program eligibility requirements.
   • Assist with risk management strategies related to tryouts, practices, games, travel, etc.

2. Assist in the oversight of the University SPT program to ensure performances/appearances are consistent with University image.
   • Assist in coordinating efforts to create a program that actively engages fans.
   • Assist in enforcing standards of conduct to be followed during all appearances.
   • Accompany Dance and Cheer members to University appearances as necessary.
   • Assist in actively fostering a campus climate that is welcoming and supportive of University of Connecticut’s diverse student body and encourages communication with and among campus constituencies.

3. Assist with the planning and implementation of related major program initiatives.
   • Assist with recruitment/outreach initiatives.
   • Assist in the implementation of a comprehensive alumni relations program
   • Assist in the coordination of programmatic public relations and promotion strategies

4. Meet with, and keep informed, designated contact(s) in the Department of Student Activities as well as elsewhere on campus.

5. Ability to actively foster a campus climate that is welcoming and supportive of University of Connecticut’s diverse student body and encourages communication with and among campus constituencies.

6. Perform related duties as required.

MINIMUM ACCEPTABLE QUALIFICATIONS/SKILLS
1. Bachelors degree from an accredited college/university OR comparable experience.
2. Demonstrated knowledge and/or experience as a member of a collegiate or professional dance team.
3. Demonstrated knowledge and/or experience selecting, training, teaching, and coaching collegiate dance teams.
4. Familiarity with relevant associations, NCAA, and other relevant organization standards.
5. Existing AACCA certification or ability to complete before employment.
6. Excellent planning, organizational, oral, and written communication skills.
7. Demonstrated people skills including the ability to work effectively with students, faculty, staff, and administrators in a diverse and multi-cultural higher education environment.
8. Willingness to work irregular and flexible hours.

APPLICATION PROCESS
Interested candidates should send a) letter of interest, b) resume, c) names and contact information for three professional references to: Joseph Briody, Leadership and Organizational Development, at Joseph.Briody@uconn.edu

Review of applications will begin immediately and until the position is filled.
The University of Connecticut strongly encourages applications from people of color, women and people with disabilities.