

POSITION INFORMATION

Position Title	Head Tennis Coach
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Exempt
Number of Months	12
Position Classification	Professional Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Monday, July 1, 2025

FOR ADDITIONAL INFORMATION

Contact	Paul Nixon
Contact Title	Director of Athletics
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6402
Email	pnixon@eccc.edu

POSITION SUMMARY INFORMATION**Required Qualifications**

1. Bachelor's degree from an accredited institution
2. Coaching experience at the high school, collegiate, or professional level
3. Strong organizational, communication, and leadership skills
4. Passion for developing student-athletes and promoting tennis at the grassroots level
5. Valid driver's license and ability to travel with teams

Preferred Qualifications

1. Master's degree in Physical Education, Sports Management, or related field
2. Collegiate playing experience
3. Familiarity with NJCAA and MACCC rules and regulations
4. Experience running camps, clinics, or youth development programs

General Statement of the Function

East Central Community College is seeking an energetic and dedicated Head Tennis Coach to lead and grow its men's and women's tennis programs. The ideal candidate will demonstrate a strong commitment to student-athlete success on and off the court, while also fostering the development and visibility of tennis within the local district. This role includes coaching, recruitment, administrative responsibilities, and active community engagement to promote tennis as a lifelong sport.

Duties and Responsibilities

1. Provide leadership and instruction for men's and women's intercollegiate tennis teams,
2. Work cooperatively with the Office of Enrollment Management and the Office of Admissions Records in the recruiting of student-athletes;
3. Assist in scheduling classes for student-athletes participating in tennis;
4. Plan the physical conditioning program of student-athletes participating in tennis during both the regular season as well as off-season;
5. Oversee the academic progress of student-athletes participating in tennis;
6. Adhere to the budget for tennis program;
7. Serve as official host when visiting teams are on campus;
8. Supervise Physical Education Building when being used by tennis teams;
9. Follow established procedures for purchasing, travel, and vehicle usage;
10. Complete non-conference match schedule;
11. Report to the Director of Financial Aid and to the Business Office all changes in athletic scholarships awarded;
12. Furnish Financial Aid and Business Offices necessary information concerning athletic scholarships awarded;
13. Report needed repairs on building, fields, and courts;
14. Coordinate fundraising activities with the Director of Athletics and the Executive Director of the ECCC Foundation;
15. Maintain compliance with all NJCAA, MACCC, and institutional rules and regulations for tennis teams;
16. Accompany teams when traveling to or from other institutions;
17. Maintain inventories of equipment; and
18. Perform other duties as assigned by the Director of Athletics and College President.

APPLICATION DETAILS

Application Deadline	Friday, May 23, 2025
Internal Applications	Thursday, April 24, 2025 - Friday, May 23, 2025

POSITION ANNOUNCEMENT

POA#: 1222

External Applications	Thursday, April 24, 2025 - Friday, May 23, 2025
Interviews Completed By	Friday, May 30, 2025
Successful Candidate Notified By	Monday, June 2, 2025

WHERE TO APPLY

Complete your online employment application and upload all required applicant documents by clicking on this link.

<https://my.eccc.edu/ICS/Employment/>

REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC employment application (online application).
3. Final transcript for highest degree earned. (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.

THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

EEO STATEMENT

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: compliance@eccc.edu.

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Campus Police Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4067, Email: compliance@eccc.edu.

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: compliance@eccc.edu.

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