



WEST VIRGINIA STATE UNIVERSITY

Head Acrobatics & Tumbling Coach

West Virginia State University:

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 2,600 students. WVSU offers 23 undergraduate and 6 graduate degrees, along with one doctoral degree. WVSU competes in athletics at the NCAA Division II level in 7 men's sports and 8 women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 200,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

The Head Acrobatics & Tumbling Coach is responsible for all aspects of the WVSU Acrobatics & Tumbling program. Responsibilities include recruiting student athletes to meet specific roster and recruiting goals as well as planning and implementing the training and performance of student athletes.

Primary Responsibilities

- Recruitment and retention of qualified student-athletes to meet specified roster goals.
- Organizing, preparing, and executing effective training and performance strategies
- Fielding teams that excel on the field, competing for Mountain East Conference Championships and NCAA post-season success.
- Monitoring and supporting student-athletes' academic and personal growth and development
- Managing the program within the identified operating budget
- Fundraising additional funds to support program operational needs
- Supervising assistant coaches and other support staff
- Communicate with and provide appropriate requested information to Sports Information, Athletic Training, and Compliance
- Maintain effective, professional working relationships with other WVSU offices and personnel
- Ensuring Alumni engagement and community service

General Responsibilities

- Serve as a Mandatory Reporter for incidents involving Title IX, potentially criminal activity, or similar occurrences
- Use discretion and professionalism in communicating details of the university operations outside of the office, ensuring confidentiality, integrity, and security of all personal and financial student information.
- Compliance with any outside authority and local, state, and federal laws including, but not limited to accrediting agencies, external auditing, first responders, NCAA, MEC, FCC, OSHA, EPA, Title VI, Title VII, Title IX, Clery Act, etc., and do any audit work required for these agencies in a timely fashion.
- Follow all WVSU and State of West Virginia policies as set forth in the appropriate employee handbook including, but not limited to, travel, professional development, purchasing and reimbursements, etc.

Qualifications:

- Bachelor's degree required, Master's degree preferred
 - Extensive work experience may be substituted for academic degrees.
- Minimum of 3 years' coaching experience, preferably at the college level.
- Head coach experience at the high school or collegiate level preferred
- Demonstrated ability to recruit and retain student-athletes who are committed to academic and athletic excellence
- Experience with fundraising and/or alumni relations
- High level of ability to work independently and prioritize work assignments
- Basic computer proficiency, including Microsoft Office products
- Successful candidate must complete and pass a background and DMV check

Salary Statement

This is a full time position with benefits, and with a salary range of \$35,000 - \$42,000 annually

Benefits of Full-Time Employment

West Virginia State University offers a comprehensive benefits package designed to support the health, financial security, and work-life balance of its employees. Benefits include employer-sponsored health insurance through PEIA with prescription coverage, access to wellness programs, and the option to enroll in dental, vision, hearing, and other supplemental insurance plans. Employees may also participate in health savings accounts and flexible spending accounts.

The university provides employer-paid basic life insurance and offers optional additional coverage. Retirement benefits are provided through the TIAA retirement plan with a **6% employer match for employees contributing 6% of their salary.**

Full-time employees accrue **two days of annual leave and one and a half days of sick leave per month**, along with eligibility for family medical leave, military leave, workers' compensation, and unemployment coverage. Additional benefits include educational assistance opportunities, access to the university's Employee Assistance Program, and other university amenities.

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, and the names and email addresses or phone numbers of three professional references by May 19, 2026. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu.

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an equal opportunity employer committed to providing access, equal opportunity, and reasonable accommodation in employment and in its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability. Individuals who require reasonable accommodation to participate in the job application or interview process should contact the Disability and Accessibility Resources unit at 304-766-3083 or ada@wvstateu.edu