

HILBERT COLLEGE

OPEN POSITION ANNOUNCEMENT

July 8, 2021

JOB TITLE: Assistant Women's Basketball Coach (part-time)

REPORTS TO: Head Women's Basketball Coach

DEPARTMENT: Athletics

Job Summary: Provide assistance with all aspects of an NCAA Division III Women's Basketball program. Assist with the planning, development, and implementation of all activities related to the program. These areas include assisting with: recruiting; practice and match preparation; team budgets and inventory control; team fundraising activities; scouting and film breakdown; team travel and logistics; academic monitoring. In addition, the assistant coach must develop and maintain good communication with team, department, and campus members and must utilize effective motivational strategies.

Requirements/Qualifications: Knowledge of NCAA and AMCC rules and regulations; basic computer skills (Microsoft Word, Excel, Microsoft Office, Internet Explorer); strong communication and interpersonal skills; willing to work a flexible schedule, including evenings and weekends; strong organizational skills; Bachelor's degree, preferred; college playing experience and high school or collegiate coaching experience preferred; driver's license; current CPR/AED & First Aid Certifications, or ability to obtain upon employment.

Start Date: August 2, 2021

Interested candidates should submit a cover letter, resume and contact information for three professional references to:

Megan Valentine
Director of Athletics
athleticjobs@hilbert.edu

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