

HILBERTCOLLEGE

OPEN POSITION ANNOUNCEMENT

July 8, 2021

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

REPORTS TO: Head Women's Soccer Coach

DEPARTMENT: Athletics

Job Summary: Provide assistance with all aspects of an NCAA Division III Women's Soccer 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

Hilbert College is an Equal Opportunity Employer and is committed to fostering a diverse community of faculty, staff and students. The College does not discriminate against individuals on the basis of any protected characteristic covered under federal or state law. For more details, see the College's policy at <https://www.hilbert.edu/about/notice-of-non-discrimination>

5200 South Park Avenue ♦ Hamburg, New York 14075 ♦ Phone (716) 649-7900