

# HILBERTCOLLEGE

## OPEN POSITION ANNOUNCEMENT

*November 4, 2021*

**JOB TITLE:** Head Coach – Men’s and Women’s Track & Field (full-time)

**REPORTS TO:** Director of Intercollegiate Athletics

**DEPARTMENT:** Athletics

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Hilbert College, a NCAA Division III institution, is excited to announce the start-up of a new Men’s and Women’s Track & Field program. We are currently seeking a highly motivated and dynamic individual to fill the head coach position. This is a unique opportunity to build a successful program from its inception.

**Job Summary:** The Head Coach is responsible for directing the planning, development, and implementation of all activities related to the program. These areas include, but are not limited to, identify, recruit and retain top prospective student athletes. Coordinate practice planning, skill development, and design coaching strategies which prepare the team for competition. Establish a competitive schedule. Closely supervise practices, meets and all team travel. Manage team budgets while demonstrating fiscal responsibility and support of cost containment initiatives. Oversee equipment and uniform purchases and inventories. Abide by college, NCAA and conference rules and regulations. Collaborate with Marketing and Communications and events staff to promote the team. Serve as a positive role model for all student-athletes. Hire, supervise and mentor assistant coach(es), as applicable. Develop and maintain good communication with student-athletes, recruits, various college departments, game officials and alumni.

**Requirements/Qualifications:** Knowledge of NCAA rules and regulations. Strong communication, interpersonal and organizational skills. Able to pay close attention to details. Strong leadership qualities and decision-making skills. Able to work independently as well as being able to supervise others. Computer literacy in Microsoft, recruiting and NCAA software. Able to work effectively and efficiently in a flexible schedule including evenings & weekends, some weekday travel required. Previous coaching and recruiting experience, preferably at the college level. Bachelor’s degree is required, Master’s degree preferred. Valid driver license.

**Anticipated Start Date:** January 2022

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Interested candidates should submit a cover letter, resume and contact information for three professional references to Gregory Roberts, Vice President for Student Life and Dean of Students, [jobs@hilbert.edu](mailto:jobs@hilbert.edu). Review of application materials will begin immediately and will continue until the position is filled.

*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>*