

# HILBERTCOLLEGE

## OPEN POSITION ANNOUNCEMENT

December 16, 2020

**JOB TITLE:** Head Coach – Women’s Lacrosse (part-time)

**REPORTS TO:** Director of Athletics

**DEPARTMENT:** Athletics

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**Job Summary:** Directs all aspects of an NCAA Division III women’s lacrosse program and is responsible for the planning, development, and implementation of all activities related to the women’s lacrosse team. These areas include, but are not limited to:

- Recruiting and roster management
- Planning and closely supervising games & practices and all team travel
- Managing team budgets
- Overseeing equipment and uniform purchases and team inventory
- Abiding by NCAA, AMCC, and NEAC rules & regulations
- Serving as a positive role model for the Hilbert community
- Developing and maintaining good communication with student-athletes, recruits, Department & College faculty & staff, and game officials
- Mentoring assistant coach(es), as applicable

**Requirements/Qualifications:** Knowledge of NCAA, AMCC, & NEAC rules and regulations; basic computer skills (Microsoft Word, Excel, Microsoft Office, Internet Explorer); strong communication & interpersonal skills; willing to work a flexible schedule including evenings & weekends, some weekday travel required; strong organizational skills; playing & coaching experience, preferably at the collegiate level; Bachelor’s degree preferred; valid driver’s license; current CPR/AED & First Aid certifications or ability to obtain upon hire.

**Anticipated Start Date:** January, 2021

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

Megan Valentine  
Director of Athletics  
[athleticjobs@hilbert.edu](mailto:athleticjobs@hilbert.edu)

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