

# HILBERTCOLLEGE

## OPEN POSITION ANNOUNCEMENT

April 20, 2021

**JOB TITLE:** Head Women's Basketball Coach / Athletics Travel Coordinator (Full-time, 12 months)

**REPORTS TO:** Director of Athletics

**DEPARTMENT:** Athletics

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**Job Summary:** Direct all aspects of a successful NCAA Division III Women's Basketball program. Responsible for the planning, development, and implementation of all activities related to the program. These areas include, but are not limited to: recruiting student-athletes, planning and supervising practices and games, managing program budget, control of equipment and supplies, scouting opponents, and organization and implementation of program fundraising activities. Abide by NCAA and AMCC rules and regulations. Maintain accurate uniform and equipment inventories. Plan and closely supervise team travel. Serve as a positive role model for all student-athletes. Develop and maintain good communication with team members. Utilize effective motivational strategies. Train, evaluate, and orientate assistant coaches. Plan and closely supervise department team travel. Work closely with bus companies, rental agencies, and coaches to secure transportation and lodging for all Hilbert teams. Reconcile receipts and expenses upon return. Assist with event management, where applicable. Other duties as assigned.

**Requirements/Qualifications:** Knowledge of NCAA and AMCC rules and regulations. Knowledge of the collegiate athletics recruiting process and proven ability to recruit student-athletes and retain and graduate current student-athletes. Willing to work long days including evenings and weekends. Willing to travel long distances. Demonstrated ability to meet goals and deadlines under pressure, while paying close attention to detail. Basic computer skills (Microsoft Word, Excel & Internet Explorer). Strong communication, interpersonal & organizational skills. Playing and coaching experience, preferably at the collegiate level. Experience working in an athletics and/or educational support staff capacity. Bachelor's degree, required. Master's degree, preferred. Current CPR/AED & First Aid Certifications, or ability to obtain upon employment. Valid driver's license.

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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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