



# MERCYHURST

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## UNIVERSITY

501 East 38th Street  
Erie, PA 16546

814-824-2000  
800-825-1926

[mercyhurst.edu](http://mercyhurst.edu)

## Assistant Football Coach

**Location:** Erie

**Department:** Athletics

**Reports To:** Head Football Coach

**Full/Part Time:** Full Time

**Classification:** Administrator

**Closes:** *Open until filled*

### POSITION SUMMARY

The assistant coach will assist with all aspects of an NCAA Division II Football Program. This includes scouting, recruiting, coordinating travel, managing budgets, planning, and conducting training sessions, game-day responsibilities, camp creation and implementation, working with other members of the athletic department, and community outreach. The assistant coach will assist in monitoring the academic progress, health, and wellness of all student-athletes participating in the football program. Lastly, the assistant coach must also attend coaches' clinics, workshops, conventions, and continuing NCAA rules and regulation trainings to stay current. Other duties will be assigned by the Head Coach.

### EDUCATION AND EXPERIENCE

- Bachelor's degree, master's degree preferred.
- High level professional and/or college coaching experience.
- Knowledge of NCAA rules and regulations and a record of compliance.
- At least 5-10 years football experience at the Collegiate or Professional Level.
- An established applicable recruiting network.
- Experience with clinic/camp implementation.

### SKILLS AND ABILITIES

- Strong verbal and written skills.
- Attention to detail, punctual, and great time management skills.
- Positive interpersonal skills.
- Strong work ethic; team-oriented attitude.
- Must be available to work nights and weekends.
- Proficiency with Microsoft Office, Adobe Photo Shop, HUDL/XOS/DvSport Video Systems.
- Ability to create and provide analysis using video or data.

## **APPLICATION PROCESS**

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

Review of applications will begin immediately and will continue until the position is filled. An offer of employment is contingent upon the successful completion of a background check.

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state, and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate based on race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state, and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

**Candidates must be currently eligible to work in the United States.**