



# 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 Coach – Women’s Basketball**

**Location:** Erie

**Department:** Women’s Basketball

**Reports To:** Director of Athletics

**Full/Part Time:** Full-Time

**Closes:** Open until filled

Under the general daily supervision of the Head Coach – Women’s Basketball, the Assistant Coach will provide support and assistance with all aspects of the intercollegiate basketball program.

#### **DUTIES AND RESPONSIBILITIES**

- Recruits student-athletes for the women’s basketball program.
- Review program budget and monitors expenses.
- Schedule, develop, and implement tryouts, training sessions, and games.
- Assist in the organization, promotion, and implementation of women’s basketball camps and identification clinics.
- Ability to demonstrate and/or guide development of fundamental basketball techniques relative to NCAA Division II Women’s Basketball.
- Monitor academic progress of women’s basketball players and arrange for tutoring if necessary. Inform supervisor of student-athletes in academic trouble.
- Provide leadership and instruction in the personal and athletic development of women’s basketball student-athletes at Mercyhurst University.
- Assist in coordinating the activities of the women’s basketball staff to include the planning, organizing, and coaching of the women’s basketball team; ensure compliance with university, PSAC, and NCAA policies and regulations.
- Coordinate the women’s basketball staff in the preparation of analyses of opponent teams; analyze tactical data of opponents and prepare game plans accordingly.
- Assist in organizing travel logistics for the women’s basketball program.
- Assist in scheduling and communicating all women’s basketball related activities within the program; maintain communication with Athletic Communications, Athletic Training Services, Facilities and Transportation offices to scheduling changes.
- Advise team members in academic, disciplinary, and personal matters; consult with

- university administration and faculty for resolution of problems as required.
- Assist in determining fiscal requirements and prepare budgetary recommendations; monitor, verify and reconcile expenditures of budgeted funds.
- Represent the Mercyhurst University athletic department in professional, civic, charity and alumni events.
- Perform other related duties incidental to the work described herein.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree (Master's degree preferred); Licensure preferred; Previous college coaching experience required - minimum of two years - or equivalent combination of education and experience.
- Strong administrative and organizational skills.
- Ability to communicate effectively in both oral and written form.
- Leadership skills with energy, insight, enthusiasm, and strong work ethic.
- Strong budget and fundraising skills.

## **KNOWLEDGE SKILLS AND ABILITIES**

- Ability to evaluate physical performance related to the intercollegiate women's basketball program.
- Excellent written and oral communication skills required. Ability to effectively communicate both within and outside the college including, but not limited to, student athletes, parents, recruits, coaches, civic and business leaders required.
- Ability to work as a support individual within a group setting.
- Ability to provide effective leadership to student athletes to encourage both successful academic development and competitive performance.
- Must possess the physical skills necessary to demonstrate basketball techniques.

## **Work Environment**

- Position involves both inside sedentary work and active work on the field in coaching and training situations with student athletes.

## **Special Requirements**

- Must have current licensure for transportation of the team in vans or bus.
- Ability to work evenings and weekends.
- Must have current training in First aid and CPR.
- Subject to a criminal background check prior to employment.

## **APPLICATION PROCESS:**

Review of applications will begin immediately and continue until the position is filled. 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)

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 on the basis of 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.**