Assistant Coach –Women’s Soccer/ Head Coach Developmental Team

Department: Women’s Soccer
Location: Erie
Reports to: Director of Athletics - Erie
VP: Student Life
Classification: Administrator
FLSA: Exempt
Date Created: 12-1-15

JOB SUMMARY

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

Mercyhurst University places a special emphasis on the teaching component of coaching positions. Participation in sport at Mercyhurst builds on the important lessons students learn in the classroom. Mercyhurst views athletics as an extension and important part of the education and teaching mission of the University. Student-athletes are learning teamwork, ethics, discipline, and skill sets that will enhance their ability to succeed after leaving the University. The “teaching” of one’s sport and the related lessons that accompany participation in athletics are the primary and central functions of each coaching position at Mercyhurst University.

DUTIES

- Advanced knowledge of soccer that has been acquired by significant experience coaching or playing in a post-secondary environment of commensurate experience
- Ensure that all relevant Mercyhurst University, PSAC, and NCAA rules and regulations are followed. Including, but not limited to: student-athlete eligibility, recruiting, financial aid, scheduling and academic progress. Ensure compliance with Mercyhurst University, PSAC, and NCAA rules by student athletes and sport related staff.
- Recruits student athletes for the women’s soccer program.
- Oversees soccer budget and monitors expenses.
- Schedule and run tryouts, practices, and games.
- Teach fundamental soccer skills and techniques.
- Monitor academic progress of soccer players and arrange for tutoring if necessary. Inform supervisor of athletes in academic trouble.
• Other duties as assigned by Head Coach.
• Provide leadership and instruction in the personal and athletic development of student athletes at Mercyhurst University.
• Direct and coordinate the activities of the Women’s Soccer Staff to include the planning, organizing and coaching of the Mercyhurst University Women’s Soccer team; ensure compliance with University, Conference and NCAA policies and regulations.
• Direct the Women’s Soccer Staff in the preparation of analyses of opponent teams; analyze tactical data of opponents and prepare game plans accordingly.
• Counsel team members in academic, disciplinary and personal matters; consult with University administration and faculty for resolution of problems as required.
• Determine fiscal requirements and prepare budgetary recommendations; monitor, verify and reconcile expenditures of budgeted funds.
• Direct various personnel functions including, but not limited to, hiring, performance appraisals, promotions, transfers and vacation schedules.
• Study, evaluate and implement innovations in Women’s Soccer strategy and equipment.
• 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); United Soccer Coaches and/or USSF 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 fund-raising skills.

KNOWLEDGE SKILLS AND ABILITIES

• Ability to evaluate physical performance related to the inter-collegiate Women’s Soccer 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 Soccer 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

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.