



## Assistant Football Coach- Special Teams

**Department:** Football  
**Status:** Exempt, Full Time  
**Closes:** Open until filled

**Report To:** Head Football Coach  
**Classification:** Administrator

### POSITION SUMMARY

Mercyhurst University, an NCAA Division I member of the NEC invites applications for the position of Special Teams Coordinator for the football team to develop and promote all facets of the Football team.

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 set 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 AND RESPONSIBILITIES

- Advanced knowledge of Football that has been acquired by significant experience coaching or playing in a post-secondary environment of commensurate experience.
- Ensure that all relevant Mercyhurst University, NEC, 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, NEC, and NCAA rules by student athletes and sport related staff.
- Coordinate all aspects of Special Teams, at the direction of the head football coach.
- Recruit, train, and coach members of the football program, including oversight of a designated position group.
- Promote academic excellence, integrity, and graduation. Monitor academic progress, academic meetings, class scheduling and attendance.
- Provide leadership and instruction in the personal and athletic development of student-athletes.
- Plan, promote, and conduct camps, clinics, and/or lessons.
- Develop meaningful relationships with prospective, current, and former student athletes.
- Participate in fund-raising, community service and engagement programs, assigned and/or coordinated by the Department of Athletics.
- Lead efforts to enhance the overall student athlete experience.
- Other duties as assigned.

### EDUCATION AND EXPERIENCE

- Bachelor’s Degree is required; Master’s Degree preferred.
- Three years of relevant sport coaching
- Knowledge and understanding of NCAA rules and regulations
- Ability to work evenings and weekends.



# MERCYHURST

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## UNIVERSITY

501 East 38th Street  
Erie, PA  
16546  
814-824-2000  
800-825-1926  
[mercyhurst.edu](http://mercyhurst.edu)

- Must have current training in First aid and CPR. (Or ability to obtain.)
- Subject to a criminal background check prior to employment.

### KNOWLEDGE AND SKILLS

- Exceptional leadership skills
- Proven ability to work effectively in a diverse community
- Excellent oral and written communication and interpersonal skills.
- Strong desire and ability to successfully recruit.
- Strong follow-through skills, as well as, the ability to plan, organize, and control projects through to completion.
- Ability to perform the essential functions of the position with or without accommodations

### WORKING CONDITIONS

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

### 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)

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.**