



Assistant Women's Flag Football Coach

Department: Flag Football
Status: Exempt
Closes: Open until filled

Report To: Head Flag Football Coach
Classification: Administrator

POSITION SUMMARY

Mercyhurst University, an NCAA Division I member of the Northeast Conference (NEC) invites applications for the position of Assistant Women's Flag Football Coach to develop, promote, and supervise all facets of the Flag 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 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 AND RESPONSIBILITIES

- Advanced knowledge of Flag 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.
- Promote academic excellence, integrity, and graduation. Monitor academic progress, academic meetings, class scheduling and attendance.
- Teach fundamental flag football skills and techniques, while preparing, leading, and executing practice and game plans for both championship and non-championship seasons.
- Prepare, manage, and maximize program operating budget with established fundraising goals.
- Provide leadership and instruction in the personal and athletic development of student-athletes
- Assist the head coach in managing the Flag Football program recruiting efforts of prospective student-athletes to include the following: maintain a database, observe practices and games, host on campus visits, initiate and respond to phone calls, emails, and mailings.
- Order and maintain appropriate uniforms, equipment, and supplies.
- Coordinate team travel for competitions to include van or bus itineraries, lodging, and meals.
- Plan, promote, and conduct camps, clinics, and/or lessons.
- Establish a positive relationship with the media.
- Establish, maintain and be responsive to community and programmatic contacts.
- 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.



- Seek out and take advantage of opportunities to serve on sport related committees.
- Perform other related duties incidental to the work described herein.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- Three years of relevant sport coaching.
- Knowledge and understanding of NCAA rules and regulations.
- Master's degree preferred.
- Experience at the collegiate level or higher preferred.
- 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.

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.
- Ability to handle and maintain confidential information.
- 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

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

UNIVERSITY

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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.