Asst. Coach, Women’s Rowing & Lightweight Men’s Rowing

Department: Rowing
Location: Erie
Reports to: Director of Athletics - Erie
Closes: Open until filled

JOB SUMMARY:
Mercyhurst University invites applications for the position of Assistant Rowing Coach to develop, promote, and supervise all facets of the Women’s Rowing and Lightweight Men’s Rowing 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.

ESSENTIONIAL DUTIES & RESPONSIBILITIES:
- Advanced knowledge of rowing that has been acquired by significant experience coaching or playing in a post-secondary environment of commensurate experience
- Ensure that all relevant Mercyhurst University 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, 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.
- Serve as Recruiting Coordinator for Lightweight men’s and women’s program. Manage off campus recruiting visits, coordinate official visits to campus for prospective student athletes, direct on campus walk on recruiting, and design and update recruiting material
- Manage team travel, including accommodation, meals, and where necessary help with the transportation of equipment to regattas.
• On the water skill instruction and facilitator of the practice per the Head Coaches instruction.
• Running land practice that may include running, erging, weightlifting or skill instruction as designated by the Head Coach.
• Training and preparing crews for racing at regattas.
• Basic rigging and maintenance of the rowing shells and boathouse and land facilities as directed by the Head Coach.
• Assist with fundraising activities and the ordering and purchasing of official team apparel approved by the Head Coach.
• Assist the Head coach with alumnae relations.
• Assist the Head Coach with general program administration including athlete compliance, compiling of work out data on the computer.
• Administering of student athlete study hall sessions.
• The individual should have a thorough knowledge and use of social media.

MINIMUM QUALIFICATIONS:
Bachelor’s degree
Three years of relevant sport coaching
Knowledge and understanding of NCAA rules and regulations

PREFERRED QUALIFICATIONS:
Master’s degree
Experience at the collegiate level or higher
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.

Work Environment
• Position involves both inside sedentary work and active work on the water 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.