



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

814-824-2000
800-825-1926

mercyhurst.edu

Head Coach – Men & Women’s Golf

Location: Erie

Department: Athletics

Reports To: Director of Athletics

Full/Part Time: Part Time

Closes: Open until filled

POSITION SUMMARY:

Mercyhurst University, an NCAA Division II member of the Pennsylvania State Athletic Conference (PSAC) invites applications for the position of Head Men’s & Women’s Golf Coach to develop, promote, and supervise all facets of the Men’s & Women’s Golf 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.

This position is a 12-month, part-time position.

DUTIES AND RESPONSIBILITIES:

- Advanced knowledge of men’s and women’s golf 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.
- Promote academic excellence, integrity, and graduation. Monitor academic progress, academic meetings, class scheduling and attendance.
- Teach fundamental golf techniques, while preparing, leading, and executing practice and competition 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
- Direct and manage the men's & women's golf recruiting efforts of prospective student-athletes to include the following: maintain a database, observe practices and competitions, 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.

MINIMUM QUALIFICATIONS:

- Bachelor's degree
- Two years of relevant sport coaching, experience at the collegiate level or equivalent
- Demonstrated successful coaching at the collegiate level or equivalent
- Knowledge and understanding of NCAA rules and regulations

PREFERRED QUALIFICATIONS:

- Master's degree
- 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 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.