



Head Football Coach

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

Report To: Director of Athletics
Classification: Administrator

POSITION SUMMARY

Mercyhurst University, an NCAA Division I member of the NEC invites applications for the position of Head Football Coach to develop, promote, and supervise 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

- 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.
- Responsible for the formation of the University’s football staff, including hiring, training and supervision of assistant coaches, graduate assistant coaches and any other member of the football staff.
- Promote academic excellence, integrity, and graduation. Monitor academic progress, academic meetings, class scheduling and attendance.
- Teach fundamental 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.
- Direct and manage the 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 including bus itineraries, lodging, and meals.
- Plan, promote, and conduct camps, clinics, and/or lessons.
- Establish a positive relationship with the media.
- 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 in physical education or related field (master's degree preferred).
- Three years or relevant sport coaching
- Experience at the collegiate level or higher
- Knowledge and understanding of NCAA rules and regulations
- Advanced knowledge of Football that has been acquired by significant experience coaching or playing in a post-secondary environment of commensurate experience.
- Ability to perform the essential functions of the position with or without accommodations.
- 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.
- 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.

WORKING CONDITIONS

- Position involves both sedentary work inside 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



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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.