

## **Mercyhurst University Job Description**

**Job Title:**            **Head Coach – Women’s Bowling (Part-time)**  
**Department:**       **Athletics**  
**Location:**           **North East**

### **SUMMARY**

Performs responsible program building including planning, coaching, recruiting, managing and directing the Bowling program. This is a part time position.

### **DUTIES AND RESPONSIBILITIES**

- Recruits Student Athletes to participate on the women’s Bowling team
- Manages and directs the Bowling program.
- Coaches the Bowling team.
- Manages all aspects of the team including strength and conditioning, practicing, competing and scheduling.
- Planning and managing all travel related to recruiting and away events.
- Evaluates and recruits qualified student-athletes.
- Manages a fiscally sound budget.
- Monitors class schedules, grades and student-athlete academic progress.
- Commits to and is responsible for adhering to all rules and regulations set forth for the team, the University, Region III, and the NJCAA with the utmost integrity.
- Works cooperatively with personnel in the athletics department, attends department meetings and activities, and always represents the University positively when interacting with the community, alumni, high school and club coaches, media and general public.
- Completes other assigned administrative duties in a timely manner.
- Perform other duties as requested.

### **EDUCATION AND EXPERIENCE**

Bachelor’s degree required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to recruit, coach and teach highly talented student-athletes.
- Ability to adhere to all policies, rules and regulations of the university, Region III and the NJCAA.
- Ability to market and promote Mercyhurst North East Women’s Bowling.
- A proven record in following directives and being responsible for tasks which have been assigned.
- Ability to handle multiple tasks in a fast-paced environment as needed.

- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to drive a 15 passenger van to away events and practices when needed.
- Driver's License and clean driving record required.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment.

## **WORK CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. While performing the duties of this position, the employee may be required to travel.

**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](mailto:hrinfo@mercyhurst.edu)**

Mercyhurst University is an Equal Opportunity Employer that encourages members of diverse groups to apply.