Position Title: Assistant Coach of NCAA Women’s Hockey

Purpose of Position: Support the Varsity Division III Women’s hockey program

Classification: Intern

Education: Bachelor’s Degree required

Supervision Received: General supervision; reports to Head Coach

Supervision Exercised: Directs activity of student employees

Work Schedule: Full-time; 11-month position; includes a stipend, housing and utilities, meal plan, and medical coverage; some evening/weekend work and travel are required

FLSA Classification: Exempt

Example of Duties:
This position involves frequent verbal, written, and email correspondence with students, parents, faculty and staff. The successful candidate will:

• Assist the Head Coach with all aspects of coaching
• Plan and execute practices
• Perform Meet day duties
• Recruit Prospective Student-Athletes
• Assist with off-season practices and strength and conditioning programs
• Adhere to and ensure compliance with departmental and College rules and regulations
• Ensure compliance with Adrian College, NCHA(Conference), and NCAA Division III rules
• Perform other duties as assigned by the Head Coach and/or the Athletic Director

Minimum requirements:
• Bachelor’s Degree
• 1-3 years of coaching experience
• NCAA Playing Experience or higher
• Proficiency in basic computer skills

The requirements listed above are representative of the knowledge, skill, and/or ability required.

Desired Qualifications:
Previous Hockey playing and Coaching experience is preferred. The successful candidate will be someone who is a self-starter, is able to work both independently and collaboratively, can understand and comply with all NCAA, NCHA, and Adrian College rules and regulations, is able to adapt to a changing workday schedule, has excellent organization and communication skills, and is be able to work odd hours and weekends.

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

Interested candidates should email a cover letter, resume, and the contact information for three references to Head Coach Shawn Skelly (sskelly@adrian.edu). Review of applications will begin immediately and continue until the position is filled.