

**POSITION:** Head Coach - Men's Ice Hockey

**LOCATION:** Williston, ND

**WHO MAY BE CONSIDERED:** Must be eligible to work in the United States. There is no sponsorship for this position.

**TYPE OF APPOINTMENT:** This is a full-time, 12-month, benefited exempt position.

**BACKGROUND CHECK:** WSC does require a successful background check for the selected candidate prior to beginning employment.

**JOB SUMMARY:** Williston State College was approved by the American Collegiate Hockey Association (ACHA) to start a men's hockey program in Academic Year 2023-2024. The individual selected for this position will recruit athletes and build a team in Academic Year 2022-2023.

**Ongoing Responsibilities:** Plan and direct a successful and winning Men's Ice Hockey program through effective recruitment, a commitment to training and conditioning, and planning for a high level of performance by student athletes. Abide by the rules and regulations established by Williston State College, the state of North Dakota, and the American Collegiate Hockey Association (ACHA). Direct and supervise assistant coaches. Evaluate and recruit qualified prospective student-athletes and ensure timely submission of their academic records for admissions. Work collegially with faculty, staff, and administration to ensure student athletes maintain high levels of academic performance and degree completion. Monitor academic progress and status of team members, implementing action plans through appropriate staff when needed. Promote the athletic program through community events, public service, fundraising and marketing. Willingness and Commitment to fundraise to help not only the hockey program, but the athletic department. Manage a fiscally sound budget based on fundraising and careful oversight of institutional resources.

**Other duties as assigned – 35%** - Dependent upon successful candidate's professional experience, education, and qualifications.

Minimum requirements: Bachelor's Degree. Two or more years of work experience as a hockey coach may be considered in lieu of education requirement. Preference will be given for a Master's Degree, experience in the recruitment of student athletes, experience or involvement in fund raising efforts for athletic programs, experience managing program or departmental budgets, and supervisory experience.

Successful candidate must have strong leadership, proven interpersonal and communication skills, and solid planning and organizational abilities. Preference will be given to applicants with teaching/coaching experience in a community college or experience coaching hockey.

**SALARY:** starts at \$40,000 annual salary based on experience and job responsibilities

**BENEFITS:** Fully paid family or single health insurance, life insurance, sick leave, annual leave, retirement, employee tuition waiver, spouse/dependent tuition discount, and more.

**APPLICATION CLOSE DATE:** Open until filled.

**APPLICATION INSTRUCTIONS:** Fill out the [WSC employment application](#), include a cover letter, resume, copy of college transcriptions and information for three professional references. For questions, contact HR Director, Williston State College, 1410 University Avenue, Williston, ND 58801 or email to [sandra.lillehaugen@ndus.edu](mailto:sandra.lillehaugen@ndus.edu). (Note: Incomplete applications will NOT be considered.)

**CONFIDENTIALITY OF APPLICATION MATERIALS:** Pursuant to NDCC 44-04-18.27, applications and any records related to the applications that identify an applicant are confidential, except records related to the finalists of the position, which are open to the public after the search committee has identified the top three finalists.

**EO/AA STATEMENT:** Williston State College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or veteran status.

**VETERAN'S PREFERENCE NOTICE:** Williston State College will be hiring one (1) applicant for this position and will interview the top three (3) candidates. North Dakota Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability from the VA dated within the last 12 months.

**NO SMOKING NOTICE:** As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.