

Aurora University - Head Women's Hockey Coach

Aurora University (AU) is committed to the transformative power of learning by creating a student-centered environment and an equity of experience and opportunity, to ensure that students, faculty, and staff of all backgrounds feel welcome and included. Our culture of collaboration, generosity, and belonging make it a special place for students, faculty, and staff.

AU is grounded in the transformative opportunity it provides to a diverse student body. As a private university with a public mission and a commitment to making a difference in peoples' lives, AU has a long history of resilience and of providing access to an education that values innovation, focuses on continuous improvement, and has a positive impact on the communities we serve. We are proud of our service to and economic impact on the state of Illinois, where over 80% of our students stay to live and work, where 90% of our students come from, and where we foster strong community partnerships to develop the workforce in areas such as nursing, education, business, technology, and social work.

We are looking for passionate and purposeful individuals who represent the full diversity of Aurora and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, identity, and ethnic backgrounds present in our community. When you join the team at AU, you can expect to be part of an inclusive, innovative, and equity-focused community that approaches higher education as a matter of social justice requiring broad collaboration among faculty, staff, students, and community partners.

At AU we believe that continuous learning is a fundamental part of working life, and our goal is for all colleagues on our campus to feel supported and equipped to realize their full potential. We actively support our community by providing all employees with opportunities to engage in professional development activities, as well as a range of tuition and employee benefits that can be found here.

Position Purpose:

The Head Women's Hockey Coach supports learning by managing, organizing and administrating all aspects of the Aurora University NCAA Division III women's hockey program. This includes but is not limited to: scheduling of varsity and junior varsity contests as necessary; development and management of operating budget; and making team travel arrangements.

Essential Job Functions:

Manages and administers all aspects of the Aurora University NCAA Division III women's hockey program. This includes, but is not limited to, recruiting and teaching/coaching student-athletes, scheduling varsity and junior varsity contests as necessary, developing and managing operating budget, and making team travel arrangements.

Supervises assigned assistant coach(es) to ensure compliance to applicable rules, policies, and procedures; provides orientation, training, and guidance as needed; conducts performance evaluations.

Understands and follows NCAA and conference rules and regulations. Follows NCAA rules as outlined in Bylaw 13 in the NCAA Division III manual. Reports any alleged violations of NCAA, conference, or institutional rules and regulations.

Teaching/Coaching

Keeps informed of contemporary trends, tactics, techniques, and strategies in coaching, which includes developing a philosophy of what to teach and how to implement. Provides coaching and direction to assistant coaches, as well as praise and constructive feedback. Plans, implements, and evaluates practice sessions. Communicates expectations, praise, and corrective feedback in a clear and constructive manner.

Develops effective game plans. Prepares team physically, mentally, and emotionally for competition; maintains and meets high expectations for team athletic success.

Instructs student-athletes on high expectations for academic achievement; monitors the academic progress of student-athletes.

Instructs student-athletes on high expectations for student-athlete social responsibility and works to develop well-rounded student-athletes.

Instructs student-athletes on a standard of proper student-athlete conduct, both in and out of the athletic arena and works with the Assistant Vice President for Athletics to sanction those who do not meet the set standard.

Instructs student-athletes on a standard of proper safety. Monitors condition of equipment and facilities, and reports items in need of repair/maintenance.

Recruitment of Student-Athletes

Recruits and retains quality student-athletes and works with the Assistant Vice President for Athletics and the Office of Admission to satisfy target squad size numbers and freshmen/transfer recruitment goals.

Assists student-athletes and their parents in understanding the educational programs and opportunities at Aurora University as well as the opportunities in the athletic program. Answers questions to aid in the understanding of NCAA Division III rules related to recruitment.

Oversees selection, purchase, and maintenance of team equipment, to include uniforms, athletic equipment, and supplies.

Prepares an end-of-season report and assistant coach(es) evaluations by the date designated by the Assistant Vice President for Athletics. Schedules and completes an end of the year review meeting with the Assistant Vice President for Athletics.

Maintains records and statistics of team and individual performances. Utilizes the support of the Sports Information Director in collecting the necessary information for archives. Maintains self-control and poise; provides an example of sportsmanlike conduct for team members, officials, opponents, and spectators.

Develops and maintains a positive relationship with alumni and interested segments of the university and community.

Attends athletic department meetings and university community meetings and functions.

Handles confidential information with tact and discretion.

Drives university or rental vehicles as needed for away contests.

Performs special and/or additional duties as required by the Assistant Vice President for Athletics.

Perform other duties as assigned.

Core Competencies:

Represents Aurora University in the most positive manner with prospective, former and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our service, learns and uses operating practices of the department and Aurora University.

Upholds the Mission Statement: Aurora University is an inclusive community dedicated to the transformative power of learning. As a teaching-centered institution, we encourage undergraduate and graduate students to discover what it takes to build meaningful and examined lives. We empower our students to achieve lasting personal and professional success.

Handles all information with tact and discretion and recognizes the confidential nature of university business.

Supports learning through performance of essential job functions and performing other duties and functions as necessary or as assigned.

Essential Job Requirements:

Education:

Bachelor's degree or equivalent experience required.

Experience:

Minimum of three years related experience.

Skills:

Excellent verbal and written skills required.

Strong interpersonal skills with the ability to work with a wide range of constituents: student athletes, parents, coaches, media, alumni, administrators, support staff, campus community, and the community-at-large.

Ability to set and achieve or exceed goals and meet deadlines, strong strategic thinking, and problem solving abilities.

General computer knowledge with a proficiency in Word and Excel.

Special Requirements:

Evening and weekend availability is required.

Flexibility with an evolving work environment important.

A valid driver's license and driving record which meets institutional requirements is required.

Physical Requirements:

Physical ability to endure physically strenuous work-outs and physical exercise on a daily basis, including standing and/or walking for long periods, bending, stooping, lifting; manual dexterity; lifting of up to 30 pounds.

Benefit-eligible positions offer excellent benefits including health, dental, life, vision, long term disability, a 403(b) retirement plan through TIAA, and tuition remission.

To apply, please send resume, cover letter, and contact information for three references including name, telephone, and email address.

If you were referred by a current employee of Aurora University please include the name of the employee in your submission.

Aurora University
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Aurora University is an Equal Opportunity Employer.