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**Position Title:** Assistant Coach Women's ACHA Division I Ice Hockey  
**Work Schedule:** Full-time; 11-month position; evening/weekend work and travel are required

**Duties (Examples listed below are not an all-inclusive list):**

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

- Assist the head coach in all aspects of coaching, such as practice preparation, game preparation, strategy, and game day duties
- Recruit prospective student-athletes
- Monitor academic progress of student-athletes
- Implement and oversee the team strength training program
- Conduct team and individual video sessions
- Assist with community relations events in support of the women's hockey program
- Adhere to ACHA rules and regulations, supporting the philosophy, goals and mission of the college and its intercollegiate athletics program, as well as adhere to departmental, college and CCWHA policies and procedures
- Perform other duties as assigned by the Head Coach and/or the Athletic Director

**Minimum requirements:**

- Bachelor's Degree or equivalent experience
- Minimum Level 1 USA Hockey Coaching Certification
- Basic computer proficiency and ability to work with multiple forms of technology (computer, video equipment)
- Must be able to perform duties within the normal bounds of an office environment as well as work in a cold environment (ice arena) and sit and stand for long periods of time.

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

**Desired Qualifications:**

Recruiting experience/network, Collegiate or Professional playing and/or coaching experience, understanding of video breakdown systems and techniques, excellent written and verbal communication, and excellent interpersonal skills.

**Interested individuals should submit a cover letter, resume, and the contact information for three references to Carter Clarke, ACHA Women's Division 1 Ice Hockey Head Coach (carterclarke@adrian.edu). Review of applications will begin immediately and continue until the position is filled.**

**Applications will be accepted and reviewed until the position is filled**

Adrian College is an Equal Employment Opportunity Employer. If offered a position, the 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.

A private, co-educational college of liberal arts and sciences related to the United Methodist Church, Adrian College is a traditional four-year residential institution offering a focused undergraduate and graduate education. The College offers a multitude of majors and pre-professional programs including certifications, approximately 50 athletic teams, and 10 institutes dedicated to a diverse and personalized approach to education. Adrian College features state-of-the-art facilities, small class sizes and an innovative approach to the academic and personal growth of its students.

U.S. News & World Report has recognized and ranked Adrian College as a 'Best Regional College for Undergraduate Teaching' and 'Most Innovative'. Adrian also received accolades as a "Best Value" school. The College landed on the list of Best Value schools in the Midwest region for the sixth consecutive year and has also been recognized as having 'A Focus on Student Success'; a new section in college rankings. Adrian College is located in Southeast Michigan, about 45 minutes from Ann Arbor and Toledo.