

Post University is seeking a **Head Coach – Women’s Ice Hockey** to join our growing team.



## **WHY POST?**

Post University has an immediate opening for an exceptional Head Coach – Women’s Ice Hockey. Post University is a legendary, dynamic, growth-oriented organization of passionate, diverse professionals united in pursuit of life-changing service to countless students. Our “Make It Personal” mission is the driving tenet that shapes all aspects of how we treat students and each other. The Post University’s success story is well positioned to be second to none. As our amazing story unfolds, the Head Coach – Women’s Ice Hockey will help build and sustain a distinct, transformative culture that achieves Post’s imagined future priorities.

## **JOB SUMMARY:**

The Head Coach oversees the activities of our Women’s Ice Hockey program. Plans and directs student-athlete training and assesses individuals' abilities and skill levels to determine appropriate team positions. Assists players in reaching the highest athletic potential possible through athletic training and leadership skills. Must be familiar with NCAA and NEWHA rules and regulations. A bachelor's degree and 4-6 years of coaching experience is preferable. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.

## **ESSENTIAL FUNCTIONS:**

- Provide direction and oversight for the Women’s Ice Hockey program and activities.
- Assist in developing and supervising part-time coaching staff, including shared responsibility training, mentoring, and evaluating coaches and athletics staff.
- Initiate and coordinate the certification of academic and health eligibility of all athletes.
- Assist the athletic director in providing leadership and sound decision-making about all women’s ice hockey matters, including fiscal affairs, personnel, facilities, public relations, and general operations.
- Provide leadership that adheres to the highest standards of integrity in academic, financial, and business matters, as well as NCAA and NEWHA rules and regulations for the sport.
- Maintain, enforce, and follow all appropriate athletic department policies, procedures, and practices, and ensuring consistency with all University policies, Board of Trustees, and other regulations that govern the University, NCAA, NEWHA rules and certification requirements, and all state and federal laws, including Title IX.

- Ensure an environment that promotes student-athlete health and welfare and a commitment to strong academic values.
- Develop and manage team and special events budgets; request equipment; and ensure departmental compliance with all University cash handling and management policies;
- Collect and analyze departmental statistics and data and prepare and distribute reports as appropriate for the sport.
- Recruit student-athletes in coordination with the Admissions Office and develop alumni athletics events, community relationships, and fun-raising opportunities as appropriate.
- Perform other duties as may be assigned by the supervisor.

#### **PRIMARY ACCOUNTABILITIES:**

#### **BEHAVIORAL EXPECTATIONS (As referenced in *The Post Way of Life – Associates’ Daily Commitments*)**

- We expect our associates to CARE (**Connect–Assess–Resolve–Excite**) in every stakeholder interaction. CARE is a framework to guide our every decision and action. CARE also resonates with our diverse associate & student populations – as humans, we know what it means to CARE.
- We **CONNECT**. We believe relationships matter. Not only do we believe relationships matter, but we also know there is a direct correlation between the quality of our relationships and our outcomes. We invest in our relationships with colleagues, students, and ourselves – we make time to tend to our mental, physical, financial, and professional health.
- We **ASSESS**. We take the time to understand fully why something happens or happened; we remove assumptions and eliminate confusion or ambiguity by asking questions and creating context, certainty, clarity, and mutual understanding. We collaborate with others throughout the university by understanding their strengths and the value they bring to the tribe. When we encounter conflict, we first seek to understand and then to be understood – and always with respect.
- We **RESOLVE**. We generate the trust of our colleagues, students, regulatory bodies, and our greater communities by doing the right thing all the time—even when nobody is looking. We honor our promises by following up and following through. We help others learn and grow by sharing information and feedback.
- We **EXCITE**. “Making It Personal” is the experience we promise each student and associate in every interaction. Excite is the heart of our experience philosophy. We find ways to Wow, Amaze and Delight others by being resourceful and helpful. We embrace change, take risks, and innovate. We celebrate successes and recognize the accomplishments of others.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILLS:**

- A bachelor's degree is preferred; an equivalent combination of education, coaching, and administrative experience may be considered.
- Demonstrate commitment to NCAA Division II guidelines and regulations.
- Understanding of and commitment to the NCAA's primary purpose of maintaining intercollegiate athletics as an integral part of the educational program and the athlete as an integral part of the student body
- Demonstrated success working in intercollegiate athletics or highly related field.
- Ability to recruit and hire qualified student-athletes.
- Demonstration of commitment to academic and fiscal integrity
- Proven leadership skills – both soft and hard skills must be demonstrable.
- Ability to communicate effectively both verbally and in written form.
- Experience in negotiating and maintaining vendor contracts where appropriate.
- Possess strong analytical skills - desire and ability to use data for decision-making – maintain a metrics-based organization (again – this is part of our culture)
- Proven experience at working in a collaborative matrix environment where individuals and teams are reliant upon each other for their collective success regardless of reporting structure.

Interested candidates should apply at: <https://post.edu/associate-experience/career-opportunities>

### **Post University is an equal opportunity employer.**

At Post, we embrace differences. We thrive on diversity. We believe our distinctions make us better educators, leaders, and simply better in every way possible.

We gladly comply with all applicable laws. We do not discriminate because of sex, sexual orientation, age, race, color, religious creed, marital status, national origin, ancestry, disability, handicap, or other legally protected status.

Post University's team members come from various backgrounds, experiences, and expertise. Each perspective helps us collectively evaluate situations from every angle for the best decision-making process available. This is the heart of our culture of continuous improvement, innovation, and collaboration.