

## POSITION DESCRIPTION

<b>Name:</b>	Vacant
<b>Job Title:</b>	Assistant Hockey Coach/Club Recruiter/Event Supervisor – SJU
<b>Department:</b>	SJU Athletics
<b>Reports To:</b>	Director of Athletics
<b>Status/FTE:</b>	Exempt/.83 FTE

---

### POSITION SUMMARY STATEMENT

The Assistant Hockey Coach reports to the Head Hockey Coach under the direction of the Director of Athletics. The Assistant Hockey Coach is responsible for helping conduct the Saint John's Hockey program with integrity and under the rules and mission of Saint John's University, the Minnesota Intercollegiate Athletic Conference, and NCAA Division III.

### PRIMARY DUTIES AND RESPONSIBILITIES:

#### *Assistant Hockey Coach (70%)*

- Contribute to the effective management of a thriving, outcome-driven program.
- Cultivate an enriching and inclusive co-curricular journey for student athletes, enhancing SJU's reputation positively.
- Contribute to the creation of meaningful and productive training sessions.
- Offer guidance and mentorship to student athletes, fostering their growth and development.

#### *Recruiting Responsibilities:*

- Support the recruitment of skilled, diverse, talented prospective student athletes for the SJU hockey team.
- Initiate and respond to recruiting correspondences.
- Attend high school and junior hockey games and showcases.
- Personally engage with prospective hockey student athletes during campus visits, under the guidance of the Head Hockey Coach.

#### *Administrative Responsibilities:*

- Assist in ensuring the eligibility of student athletes.
- Commitment to understanding and adhering to the rules and regulations of the institution, MIAC and NCAA DIII.
- Assist in organizing, staffing and overseeing of all home meets.
- Assist in coordinating practice and competition schedules.
- Support in arranging all team travel, lodging, and meals.
- Assist in managing equipment purchasing, distribution, inventory, and maintenance for the SJU hockey program.

- Collaborate with appropriate offices and media outlets to promote and showcase the hockey program and its student athletes to alumni, recruits and fans.
- Fulfill additional administrative duties as assigned by the Director of Athletics.

*Club Sports Recruiter (15%)*

- Support the recruitment of skilled, diverse, talented prospective student athletes for SJU Club Sports.
- Initiate and respond to recruiting correspondences.
- Personally engage with prospective Club Student athletes, under the guidance of the Club Sports Commissioner and Director of Athletics

*Event Supervisor (15%)*

- Foster a welcoming and inclusive co-curricular experience for our student athletes that reflects positively on SJU.
- Provide guidance and support to student athletes and employees.
- Supervise designated on-campus home game-day venues, overseeing setup and breakdown of infrastructure such as bleachers, fencing, P.A. systems, scoreboards.
- Train and manage game-day security staff, ushers, field security, etc.
- Coordinate with visiting teams and officials prior to their arrival on campus and personally assist them upon arrival, escorting them to locker rooms, fields, courts, etc.
- Collaborate with the Sports Marketing Director to execute in-game promotions.
- Monitor the condition of facilities and maintain regular communication with Athletic Facility Director, custodial, physical plant, and life safety departments regarding repairs, maintenance or any other facility-related concerns.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree required.
- Previous experience in coaching college hockey and/or playing.
- Demonstrated success in recruiting student athletes.
- Experience managing budgets.
- Proficient with current technology including Microsoft Suite.
- Knowledge of NCAA Division III athletics and recognition of athletics' role in the educational process at SJU.
- An understanding and appreciation for the character and success of the SJU Athletic Department and it's programs.
- Effective communication skills for engaging with diverse groups including students, parents, alumni, CSB and SJU colleagues, monastic community members, counterparts from other colleges, media, and sports officials.
- Flexibility to work nights and weekends.
- Strong verbal, written, and interpersonal communication skills for fostering positive relationships.
- Exceptional organizational and leadership capabilities.
- Ability to supervise and lead student crews.
- Ability to work independently and proactively to meet deadlines.  
Motivated and outcome-oriented mindset.

- A valid driver's license is required. A driver's license check will be conducted, and new hire will be required to complete a defensive driving program.

**PHYSICAL REQUIREMENTS:**

- The role requires mobility across campus facilities and indoor/outdoor competition venues.
- Must be capable of lifting and transporting items weighing up to 50 lbs.
- Ability to adapt to varying temperatures.
- Proficient in safely and efficiently operating college vehicles.

**TRAVEL REQUIREMENTS:**

- Regional travel to high school and junior hockey games and showcases.
- Some overnight travel for meets and tournaments.

**Human Resources Use Only**

Date of Review: 5.2024

DOTT: 171

Salary Range: 7