



JOB DESCRIPTION: Graduate Assistant Coach- Women's Ice Hockey

DATE: 5/21/2024

DEPARTMENT: Division of Athletics

REPORTS TO: Head Coach – Women's Ice Hockey

JOB SUMMARY:

Nichols College, a member of the NCAA Division III, located in Dudley, MA (Central MA) invites application for a Graduate Assistant Position with Women's Ice Hockey. A bachelor's degree from a four-year college or university is required. Candidates would need to apply to the Nichols College Graduate Program. This position also includes a stipend.

DUTIES AND RESPONSIBILITIES:

- Assist in meeting recruitment goals established by the Division of Athletics and Head Coach.
- Assist the Head Coach in developing and maintaining a comprehensive recruiting database, by class.
- Assist the Head Coach in planning and executing practices.
- Assist in game and practice day set-up.
- Attend all practices and games.
- Support current student-athlete academic success.
- Manage social media platforms.
- Serve as the travel coordinator (meals and travel operations).
- Assist with all areas of video operations.
- Engage with Athletic Communications staff for events, game days, etc.
- Help with equipment/uniform inventory, distribution, and collection.
- Assist with fundraising and alumni outreach.
- Supervise team managers.
- Attain driving certification with the College.
- Be an active member of the Division of Athletics (attend meetings, scheduled campus events, etc.).
- Assist with game management duties out of season.
- Work the fitness room desk while in and out of season, 1 day a week.

BENEFITS:

- Stipend
- Graduate tuition remission
- On-campus housing with application
- Use of the fitness center

KNOWLEDGE, SKILLS, AND EDUCATION REQUIRED:

- Bachelor's degree preferred with experience in collegiate athletics.
- Genuine understanding and commitment to NCAA Division III intercollegiate athletics philosophy.
- Solid knowledge and technical skills for the sport of Ice Hockey.
- Must have strong leadership and people skills, plus an ability to work with all constituencies of the campus.
- Able to identify and attract outstanding student-athletes to Nichols College.
- Strong organizational skills, attention to detail, able to handle a multi-task work environment.
- Computer proficiency.
- Valid driver's license and good driving record.
- Light lifting.
- Ability to work extended hours, including evenings and weekends.

PREFERRED QUALIFICATIONS:

- CPR/AED and First Aid certification
- Coaching experience