



*Adrian College*

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**Position Title:** Intern - Head ACHA Division II Women's Hockey Coach  
**Work Schedule:** Full-time; 11-month position; some evening and weekend work is required; up to 50% travel

**Example of Duties (examples listed is 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:

- Develop and implement a successful recruiting/retention plan
- Devise a game strategy which includes scouting opponents
- Plan and supervise practices/contests and off-season training and strength conditioning programs
- Coordinate team travel
- Manage the program operating budget
- Adhere to and ensure compliance with departmental/College/NCAA Division III rules and regulations
- Perform other duties as assigned.

**Minimum requirements:**

- Bachelor's Degree
- 1-3 years of coaching experience

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

**Desired Qualifications:**

The successful candidate will be a self-starter who is able to work independently, has excellent organizational, interpersonal and communication skills and will be someone who is able to interpret, apply and comply with all ACHA rules and regulations. A demonstrated commitment to the academic development of student athletes will be given preference as will knowledge of Adrian College policies and procedures.

**Compensation and Benefits:**

- Stipend - \$10,000 spread over 12 months
- College Housing at a small nominal payroll deduction (optional)
- 14 Meals per week (when dining hall is open)
- Additional voluntary employee benefits available

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

**Interested individuals should submit a cover letter, resume, and the contact information for three references to Gary Astalos (gastalos@adrian.edu). Review of applications will begin immediately and continue until the position is filled.**