

Job Description Summary

The Women's Club Hockey Assistant Coach is responsible for assisting the head coach and team's eBoard in all aspects of the team's hockey operations. The assistant coach is required to be present during all practices and games, ensuring all safety standards and guidelines as defined by the American Collegiate Hockey Association (ACHA) governing rules, as well as the IWCHL.

Essential Duties

- Make appropriate decisions regarding the safety and playing ability of team members.
- Help the head coach in the planning and execution of all team practices.
- Assist on bench for all team games in the execution of game plan.
- Be available to team members to counsel on matters relating to Women's Ice Hockey, and team morale.
- Meet as needed with the Director of Competitive Sports, Athletic Department, and Bentley Arena staff.
- Represent Bentley University in a manner that is consistent with the mission of the University.
- Assist with recruitment and awareness efforts with regards to Women's Club Ice Hockey as needed. This includes, but is not limited to, information sessions, university events, community outreach, and related support throughout the season/offseason.

Other Duties

- Management of student participants by reinforcing their commitment to academic performance while balancing participation on an extracurricular team.
- Manage the balance of individual team needs and time away from campus for practices and games.

Minimum Qualifications

- High School Diploma
- 1+ years experience playing and/or coaching hockey, preferably in a University club sport program.
- First Aid and CPR training is required.
- Safesport certified through USA Hockey.
- Per ACHA requirements:
 - All coaches must have a USA Hockey CEP level to coach in the ACHA
 - Coaches are expected to progress through the CEP levels to reach level 4 and to continue to maintain their active status with CEP modules after reaching level 4
- Must hold and maintain a valid, unrestricted United States driver's license, with an insurable driving history as determined by Bentley's insurance carrier.

Preferred Qualifications

- Experience playing and/or coaching at the American Collegiate Hockey Association (ACHA) level or higher is strongly preferred.

- Experience with Club Sport team building and recruiting.
- Experience working with an undergraduate population or traditional university aged students.

Work Environment

- Coaches must be present at all practices and games. This may include evenings, weekends, and travel to out-of-town games/tournaments
- Job will entail two practices per week and 1-2 games per week/weekend once the season begins
- Ability to travel with the team and stay overnight for away games as needed.
- Work approximately 5-10 hours per week (more time allocated for travel to away games as needed) between the months of late August and March
- Be present at all practices and games and must effectively demonstrate and instruct techniques and skill to team members

Physical Demands

- Physical skill and effort are very important for this position. Every practice involves physical effort whether it be demonstrating a skill or conditioning
- Coaches are present at all practices and games and must effectively demonstrate and instruct techniques and skill to team members.

Pay Transparency

At Bentley we offer a “[total rewards](#)” package designed to attract, motivate, retain, and reward our employees. This includes competitive compensation, robust benefits, career development and opportunities, generous paid time off, workplace flexibility and a positive, engaging employee experience. In alignment with the Massachusetts Pay Transparency Act and our commitment to equity and transparency, we’re disclosing the salary for this role. This position has a fixed hourly rate of \$17.00, paid for hours worked during the designated seasonal schedule.

If you have questions about the salary or need additional information, please contact us at GA_HR_Employment@bentley.edu.

Bentley University requires references checks and may conduct other pre-employment screening.

DIVERSITY STATEMENT

Bentley University strives to create a campus community that welcomes the exchange of ideas, and fosters a culture that values differences and views them as a strength in our community.

Bentley University is an Equal Opportunity Employer, building strength through diversity. The University is committed to building a community of talented students, faculty and staff who reflect the diversity of global business. We strongly encourage applications from persons from underrepresented groups, individuals with disabilities, covered veterans and those with diverse experiences and backgrounds.

Apply Here: <https://www.click2apply.net/ARjyKKuNmWDYDU2dDTtoAK7>

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