



## **Kent State University Ice Arena**

The Kent State University Ice Arena is a self sustaining auxiliary which is part of Department of Recreational Services. The Ice Arena opened in October of 1970 and has two ice sheets, party room and full service snack bar. It serves as the home of Kent State University hockey team, five local high schools, Kent Cyclones youth hockey, the Kent Skating Club, the Kent Hockey Schools and many other organizations.

### **Responsibilities:**

- Assistant Coach for the Kent State University Club Hockey team.
- Player development through practices, games and off-ice workouts
- Coordinate, conduct and supervise players at all team activities (i.e. weight training, study tables, volunteer events, etc.).
- Recruiting coordinator.
- Any other duties as assigned by the Head Coach/General Manager.
- Develop a marketing plan for KSU Ice Arena programs (College Skate Night, Broomball League, PEB Classes, Youth Skating and Hockey programs).
- Coordinate community activities, school visits and relationship with local youth hockey programs.
- Attend weekly marketing meetings.
- Any other duties as assigned by KSU Ice Arena Administrators.

### **Qualifications:**

- Bachelor's Degree conferred at the time the graduate assistantship begins, preferably a degree in Marketing or similar field.
- Two years collegiate playing and/or junior/collegiate coaching experience.
- Knowledge and ability to use Microsoft Office programs.
- A candidate for a graduate assistantship ***must be admitted to an academic graduate program unconditionally.***
- Maintain good academic standing and must carry a minimum of eight hours of graduate credits during each semester of the academic year appointment. Appointees may not accept any other paid employment within the university during the tenure of their appointment.

### **Stipend and Benefits:**

- \$7,000 for 9 month appointment (minimum of 20 work hours per week)
- Full Tuition Waiver\*
- Assistance with health insurance costs (if necessary)
- Assistance with travel costs for professional related development
- Summer employment available (*hourly rate*)
- Internship placement opportunities available

\*Waiver of fees up to 18 semester hours per year.

**Application Procedure:**

Submit letter of application, resume, list of three references, and three letters of recommendation (*requested*) to:

Bill Switaj  
Kent State Ice Arena  
650 Loop Rd.  
Kent, OH 44242-0001  
Office: 330-672-7820  
Fax: 330-672-7734

**Closing Date:**

Applications will be accepted and reviewed until the position is filled. For best consideration, all interested applicants should submit complete application materials that are postmarked no later than March 30, 2018.

**Assistantship Start Date:**

August 15, 2018

**Graduate School Admissions and Application Information:**

- GRE may be required
- Applications for graduate school may be obtained from the Kent State web site below.

<http://www.kent.edu/graduatestudies/admissions>

**Additional Resources:**

Department of Recreational Services website  
<http://www.kent.edu/recservices>

Kent State Ice Arena website  
<http://www.kent.edu/recservices/ice-arena>

Kent State University website  
<http://www.kent.edu>

Kent State Club Hockey website  
<http://www.kentstatehockey.org>

**Kent State University, an equal opportunity, affirmative action employer is committed to attaining excellence through the recruitment and retention of a diverse work force.**