



Adrian College

Position Title:	Head ACHA Division II Women's Hockey Coach
Purpose of Position:	Lead the Women's DII ACHA Women's Team & Assist ACHA D1 Women's Program with all aspects of coaching
Classification:	Administrator
Education:	Bachelor's Degree required
Supervision Received:	General supervision; reports to Athletic Director
Supervision Exercised:	Directs activity of student employees
Work Schedule:	Full-time; 11-month position; some evening and weekend work is required; up to 50% travel
FLSA Classification:	Exempt

Example of Duties:

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
- Coach, plan, and execute practices; utilize video breakdown and analysis to assist in this process
- Supervise off-season training and strength conditioning programs
- Coordinate team travel
- Manage the program operating budget
- Adhere to and ensure compliance with departmental/College/ACHA/NCAA Division III rules and regulations
- Perform other duties as assigned.

Minimum requirements:

- Bachelor's Degree
- 1-3 years of coaching experience
- Proficiency in basic computer skills
- Must be able to perform duties within the normal bounds of an office environment as well as work in a cold environment (ice arena) and sit and stand for long periods of time.

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

Desired Qualifications:

Previous collegiate coaching experience is preferred. 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 and NCAA 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.

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. 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 Hannah Griffin (hgriffin@adrian.edu). Review of applications will begin immediately and continue until the position is filled.