



# MERCYHURST

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## UNIVERSITY

501 East 38th Street  
Erie, PA 16546

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800-825-1926

[mercyhurst.edu](http://mercyhurst.edu)

## Assistant Coach – Women’s Ice Hockey

**Department: Women’s Hockey**

**Location: Erie**

**Reports To: Director of Athletics**

**Full/Part Time: Full Time**

**Classification: Administrator**

**Closes: Open until Filled**

### **JOB SUMMARY:**

Mercyhurst University, an NCAA Division I member of the College Hockey Association (CHA) invites applications for the position of Assistant Women’s Ice Hockey Coach. Under the supervision of the Head Women’s Hockey Coach, the Assistant Women’s Hockey Coach will provide support and assistance with all aspects of the intercollegiate Women’s Hockey program. The Assistant Coach will provide information and evaluations regarding recruits, roster development, and game personnel. Mercyhurst University places a special emphasis on the teaching component of coaching positions. Participation in sport at Mercyhurst builds on the important lessons students learn in the classroom. Mercyhurst views athletics as an extension and important part of the education and teaching mission of the University. Student-athletes are learning teamwork, ethics, discipline, and skill sets that will enhance their ability to succeed after leaving the University. The “teaching” of one’s sport and the related lessons that accompany participation in athletics are the primary and central functions of each coaching position at Mercyhurst University.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Ensure that all relevant Mercyhurst University, CHA, and NCAA rules and regulations are followed. Including, but not limited to: student-athlete eligibility, recruiting, scheduling and academic progress.
- Monitors compliance with Mercyhurst University, CHA, and NCAA rules regarding student athletes and sport related staff.
- In cooperation with the Head Coach, the Assistant Coach develops and maintains a system to identify potential recruits and to work closely with junior, prep school and area high school coaches and parents to recruit quality student athletes to Mercyhurst University.
- Works in conjunction with the Head Coach to encourage the development of psychological, social, and mental skills necessary for the student athletes to be successful in the classroom, on the rink, and in future endeavors.

- Works with Admissions and Financial Aid to expedite the registration, admission, and other administrative processing of all student athletes
- Works with the Head Coach in developing line-ups, game strategies, and individual work-out and practice needs for various student athletes.
- Promote academic excellence, integrity, and graduation. Monitor academic progress, academic meetings, class scheduling and attendance.
- Work in conjunction with the Head Coach to manage the women's hockey programs recruiting efforts of prospective student-athletes to include the following: maintain a database, observe practices and games, host on campus visits, initiate and respond to phone calls, emails, and mailings.
- Develop meaningful relationships with prospective, current, and former student athletes.
- Participate in fund-raising, community service and engagement programs, assigned and/or coordinated by the Department of Athletics.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to evaluate physical performance related to the intercollegiate Women's Hockey program
- Excellent written and oral communication skills required. Ability to effectively communicate both within and outside the College including, but not limited to, student athletes, parents, recruits, coaches, civic and business leaders required
- Ability to work as a support individual within a group setting
- Ability to provide effective leadership to student athletes to encourage both successful academic development and competitive performance.
- Must possess the physical skills necessary to demonstrate Hockey techniques.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in relevant field
- Minimum of two years in either professional Women's Hockey or coaching intercollegiate or junior hockey required
- Experience competing at the collegiate level is preferred or equivalent combination of education and experience.
- Knowledge and understanding of NCAA rules and regulations

**PREFERRED QUALIFICATIONS:**

- Master's degree
- Exceptional leadership skills
- Proven ability to work effectively in a diverse community
- Excellent oral and written communication and interpersonal skills.
- Strong desire and ability to successfully recruit.
- Ability to handle and maintain confidential information.
- Strong follow-through skills, and the ability to plan, organize, and control projects through to completion.
- Ability to perform the essential functions of the position with or without accommodations.

**WORK ENVIRONMENT:**

- Position involves both inside sedentary work and outside work on the field in coaching and training situations with student athletes.
- Demonstration of appropriate Women's Hockey skills may involve strained muscles or orthopedic related injuries from checking, falling, or being hit by flying objects.
- Exposure to changes in temperature and cold conditions.

**SPECIAL REQUIREMENTS:**

- Ability to work evenings, holidays, and weekends
- Must have current training in First aid and CPR
- Subject to a criminal background check prior to employment.
- Ability to travel extensively (including internationally) during recruiting process

**APPLICATION PROCESS:**

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

**Candidates must be eligible to work in the United States.**