

Elmira College

One Park Place, Elmira NY 14901 • 607-735-1800 (main)

Job Description

Job Title	FT Assistant Women's Hockey Coach
CUPA Equivalent Title (if applicable)	
Division	Athletics
Reports to (title)	Women's Ice Hockey Head Coach- Tim Crowley / Athletic Director - Rhonda Faunce
Most Recent Revision Date	2022

Classification:	Salary Basis:	Exemption Status:
<input checked="" type="checkbox"/> Administration <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Graduate Assistant	<input checked="" type="checkbox"/> Salary <u>12</u> Months/ year <input type="checkbox"/> Hourly _____ Est. Hours/ week <i>Note: Overtime must be pre-approved</i>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

Position Summary

The Assistant Women's Hockey Coach assists the head coach in coaching, training, recruiting, and academic monitoring for a NCAA Division III intercollegiate sports program.

Essential Functions & Responsibilities

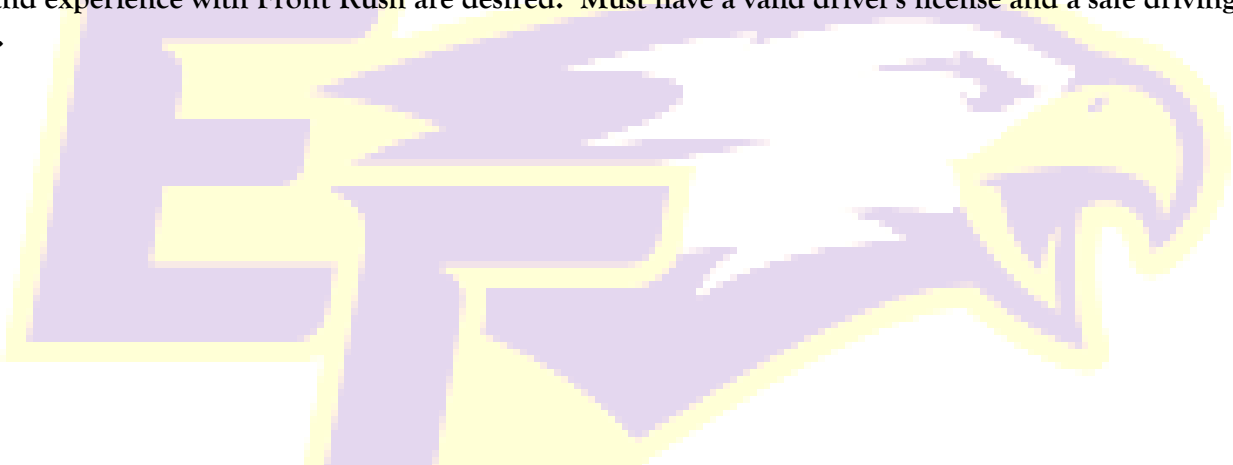
The Assistant Women's Hockey Coach assists the Head Women's Hockey Coach in every aspect of the sport:

- Recruiting of quality prospective student-athletes.
- Monitoring the academic progress and status of team members, implementing action plans through appropriate Departments when needed.
- Monitoring and maintaining the discipline and conduct of student athletes both in and out of season to support the image and reputation of the athletics program.
- Planning coaching and practice sessions in accordance with NCAA and Conference regulations.
- Coaching team members individually and in groups, and demonstrating techniques.
- Working in developing and implementing game strategy and position assignments.
- Monitoring strength and conditioning programs for student athletes.
- Assisting with administrative responsibilities.
- Promoting the athletic program through community events, fundraising activities, alumni events and marketing.
- Adhering to all Association, Conference, and College rules and regulations.
- Performing related duties as assigned.

Secondary (minimum) Duties

- Serve an administrative role within the Department of Athletics as assigned.
- Game Administrator.

Bachelor's Degree required (Master's preferred) with prior collegiate playing, coaching and recruiting experience. Candidates with initiative, strong leadership, organizational and interpersonal skills, ability to work independently but also as part of a team, understanding of NCAA regulations (NCAA DIII Rules Test), and experience with Front Rush are desired. Must have a valid driver's license and a safe driving history.



Working Conditions

The work environment may include coaching in hot and cold indoor/outdoor facilities, with exposure to elements such as weather, fumes, and loud noises. The duties require moderate to active physical activity, handling of weights and objects weighing 25 to 50 pounds, and standing or walking more than four hours per day.

General Responsibilities

These are standard to all Elmira College Job Descriptions

- To adhere to the College's personnel policies including, but not limited to, Equal Employment Opportunity policy, Sexual Harassment policy, Drug-Free policy, Outside Employment policy, and Overtime policy.
- To undertake other duties as may be reasonably expected.
- To carry out all work activities safely to reduce or eliminate risks to health, safety and welfare of yourself, colleagues, students and visitors.