

RIT Women's Hockey - Hockey Operations Coordinator

Hockey Operations Coordinator (Women)

7391BR – Part Time (Salary band - 115H)

RIT

Intercollegiate Athletics

Apply here: <https://www.rit.edu/careers>

Detailed Job Description

Manage all aspects of team supplies and equipment. Complete periodic inventories for all team equipment to ensure fiscally responsible decision making. Provide superior customer service to the student athletes and coaches. Manage daily skate sharpening and protective equipment repair to ensure all athletes are safely equipped for participation. Provide direct equipment oversight during practices and game competitions.

Collaborate with Head Coach on logistical team travel arrangements for away contests. Manage team travel needs on the road (Team meals, hotel arrangements, bus itineraries). Act as liaison with visiting teams equipment staff to provide a quality experience when hosting opponents. Organize video for practices and game competitions.

Pursuit of personal and professional development activities. Maintain a working knowledge of NCAA rules and regulations. Maintain active memberships in professional organizations that enhance the understanding of new equipment trends and technology.

Other duties as assigned by hockey staff and administration.

Department/College Description

The Center for Intercollegiate Athletics is committed to providing an outstanding student-centered athletic experience through the relentless pursuit of academic and athletic excellence. We do so within the context of integrity and respect. Our exceptional staff strives to create an unrivaled experience that fosters the intellectual, physical, social, and emotional growth of our student-athletes in order to prepare them for success beyond RIT and to be leaders in the global community.

The Center of Intercollegiate at RIT sponsors 22 NCAA Division III sports for men and women. The University also offers Division I programs in the sports of men's and women's ice hockey. RIT is a member of the NCAA, Liberty League, the Atlantic Hockey Association and College Hockey America.

Required Minimum Qualifications

Education/Experience:

Associate's degree or equivalent experience

Ice Hockey Experience (Playing, Coaching, or Managing).

Skills:

- Skate Sharpening
- General hockey equipment repair
- Ability to effectively communicate, problem solve, react under pressure, work with student-athletes and motivate.
- Ability to foster relations with internal staff and student-athletes.
- Ability to manage and maintain confidential and private information; uses confidential, sensitive and/or private records and information, protects information appropriately.
- Effective interpersonal, written, and electronic communications skills, including the ability to convey complex information in accessible terms to diverse or multicultural groups.
- Ability to establish, build and maintain effective working relationships based on respect, empathy and honesty with diverse groups and individuals.
- Planning, management and budgeting skills relative to equipment and travel.
- Computer proficiency using software and enterprise systems appropriate for the complexities of the role and its functions.

Preferred Qualifications

Skate profiling

Knowledge of Deaf culture, American Sign Language (ASL), or willingness to learn.