

UNIVERSITY of DUBUQUE

The University of Dubuque is a growing faith-based University that is seeking a full-time **Head Women's Hockey Coach**. The University of Dubuque offers an excellent benefits package including tuition remission, paid holidays, vacation and sick time, and a retirement match.

Primary Responsibilities:

- Coordinate practice planning, execution and on-ice instruction
- Collaborate with campus and community partners and athletic administration regarding facility use, upkeep, and resource management
- Develop and implement game plans, reports, strategies and on-ice duties as assigned
- Manage all phases of the recruiting process, specifically the scouting and evaluation of skilled and academically qualified student-athletes, the matriculation process of student-athletes (includes application, financial aid completion, housing registration, required paperwork, course registration, and orientation attendance), and the collaboration with campus partners regarding the communication processes required
- Monitor academic progress of program athletes and serve as a program liaison for staff and faculty, and facilitate the utilization of resources to promote student success
- Collaborate with campus partners and athletic department staff regarding the safety and well-being of student athletes
- Collaborate with campus partners and athletic administration regarding event management and game promotion/partnerships
- Coordinate fund raising efforts with campus partners and athletic department administration
- Collaborate with campus partners and athletic department administration regarding camps, clinics, and workshops facilitated by sport program
- Effectively manage, lead, and supervise assistant coaches, graduate assistants, and other support personnel
- Effectively manage and report conduct related incidences within sport program
- Effectively live and model the UD Mission and engage the campus and surrounding communities in a manner that allows for the retention and persistence UD students
- Collaborate with and serve the campus community
- Facilitate educational opportunities and compliance to all University, NCHA, and NCAA rules and regulations
- Effectively evaluate and assess all aspects of sport program
- Serve as a collaborative and valued team member within the athletic department
- Serve as a Title IX Campus Security Authority
- Other duties as assigned by the Athletic Director
- Willingness and ability to be an active participant in following applicable safety rules and regulations, including necessary training and drills
- Perform other duties in support of the aviation department and the University's *Mission*

Skills and Abilities:

- Highly refined active listening and effective communication skills

- Fiscal responsibility for annual budget
- Effective management, supervisory, and leaderships skills
- Strong social emotional skills and a student-centered approach to teaching and learning
- Clear capacity for effective conflict resolution and mediation
- High ethical standards
- Cultural competency and diversity-oriented approach
- Strong technological skill set

Qualifications:

- Bachelor's degree is required; master's degree preferred
- Collegiate playing experience preferred
- Progressive coaching experience of at least 4 years; preferably at the college level
- Experience managing, supervising, and leading others; preferably professional staff at the college level
- Competency and knowledge related to NCAA rules, policy, and procedures; or experience related to rules and regulations associated with athletics
- Experience preparing, monitoring, and maintaining budget
- Demonstrated commitment to addressing issues of diversity, inclusion, hospitality, and equity for a diverse student population and campus stakeholders
- Appreciation for and ability to lead effectively within a collaborative campus community and facilitate the building of collaborative alliances to serve students and the campus communities

To apply with a growing faith-based University for the **Head Women's Hockey Coach** position, please submit a [UD Employment Application](#) with an attached cover letter, resume, and three professional references or email application materials to hr@dbq.edu.

Applications from qualified persons with diverse backgrounds and cultures, including women and persons of color, are welcomed. AA/EEO. For more information regarding the Jean Clery Act, please go to <https://www.dbq.edu/SafetySecurity/JeanneCleryAct/>