

## **Chatham University Women's Ice Hockey - Head Coach**

The Head Women's Ice Hockey Coach, a member of the administrative staff of Chatham University, reports to the Athletics Director. This position directly supervises the assistant coaches, student support personnel and student athletes.

The Head Women's Ice Hockey Coach is responsible for the overall development and maintenance of the Chatham University women's hockey program which is a member of the NCAA Division III and the United Collegiate Hockey Conference (UCHC). This includes structural and administrative organization of the program as outlined in the responsibilities listed below:

### **Duties and Responsibilities:**

Work collaboratively within the University to plan, organize, implement, and follow up on an extensive on-going recruiting effort through written, verbal, and personal contact with student-athletes and their families.

Oversee compliance with NCAA and UCHC rules and regulations.

Oversee the appointments and supervision of the assistant coaches and support staff for Women's Ice Hockey.

Coordinate athletic planning, program development and assessment that focus on student-athletes' performances, personal and leadership development:

Build a competitive program with strong recruiting both regionally and nationally.

Strategically plan and execute scheduling as well as travel arrangements of conference and non-conference meets and to advance the women's hockey program and maximize use of financial resources.

Prepare student-athletes for competition through thorough analysis and breakdown of scheduled conference and non-conference opponents.

Develop, recommend, and implement specific training/conditioning programs and skills development programs.

Recommend and enforce discipline of student-athletes for infractions of rules, regulations and misconduct.

Cultivate alumni and other constituents to further the goals of Women's Ice Hockey program, athletics department, and Chatham University.

Oversee budget and resource management for the women's hockey program.

Coordinate athletic events and programs are planned intentionally to enhance campus community and school pride. Ensure proper safety precautions are followed at all times.

Ensure adherence to rules, regulations, and policies of all governing bodies (Chatham University, UCHC and NCAA) Work in coordination with the Director of Athletics, other coaches, and staff to support and achieve overall goals established by the athletics department.

Work with other students, faculty, and staff to support the retention of student athletes and promote teamwork, set high standards, support the academic, personal and leadership development of its students.

Perform other duties that may be assigned by the Athletics Director

#### Qualifications:

Bachelor's degree required, master's degree preferred

Minimum of 2 years of full-time coaching experience in the college level,

Computer proficiency

Valid driver's license.

#### How to Apply:

Applications accepted only via [www.chatham.edu/careers](http://www.chatham.edu/careers) (direct link is [https://chatham.wd12.myworkdayjobs.com/ChathamUniversity/job/Pittsburgh-PA/Head-Women-s-Ice-Hockey-Coach\\_JR00000538](https://chatham.wd12.myworkdayjobs.com/ChathamUniversity/job/Pittsburgh-PA/Head-Women-s-Ice-Hockey-Coach_JR00000538)) and follow the instructions

to complete the application process. To ensure full consideration, please include:

Cover Letter outlining your qualifications for the position

Curriculum Vitae or Resume

Contact information for three professional references

All application materials should be uploaded at the same time at the time of application. The system will not allow applicants to make edits to their applications after submission.