

Assistant Coach Men's Ice Hockey

Classification	Exempt, Full time, 12 months
Department/Division	Athletics, Student Affairs
Reports To	Executive Director of Intercollegiate Athletics

About King's

King's College is a Catholic institution of higher education animated and guided by the Congregation of Holy Cross. King's pursues excellence in teaching, learning, and scholarship through a rigorous core curriculum, major programs across the liberal arts and sciences, nationally accredited professional programs at the undergraduate and graduate levels, and personal attention to student formation in a nurturing community. We offer competitive total rewards, tuition remission for employees and their dependents, 403(b) plans, and generous paid-time-off and holidays. Our culture is driven by our commitment to our mission, our community and our friendly, knowledgeable faculty and staff.

EEO Statement

King's College does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors. We celebrate diversity by fostering a welcoming and inclusive environment where each member of King's College feels respected with a sense of belonging.

Job Function

The Assistant Men's Ice Hockey Coach is responsible for assisting in organizing and administering all aspects of the College's NCAA Division III Men's Ice Hockey program. This individual will develop a positive and transformational environment that fosters academic and athletic success that is consistent with the mission of the College.

Essential Elements

1. Assist in identifying, evaluating, and recruiting prospective student-athletes who meet the College's academic and athletic standards; support off-campus recruiting efforts and coordinate on-campus visits under the direction of the Head Coach with specific support for international student recruitment.
2. Contribute to a competitive, supportive, and development-focused team environment that enhances academic success, athletic performance, personal growth, and confidence-building for all student-athletes.
3. Build strong, positive relationships with student-athletes and coaching staff while promoting a team culture grounded in trust, accountability, and continuous improvement.
4. Support the Head Coach in implementing player development plans that enhance individual skills, elevate performance, and promote holistic athlete growth.
5. Assist in practice planning, scouting, and game preparation to help ensure competitive performances against MAC and non-conference opponents.
6. Collaborate with the Head Coach in supervising team managers, student workers, and graduate assistants, when applicable.
7. Support the Head Coach with budget-related tasks by submitting purchase needs, tracking expenses, and demonstrating responsible use of program resources.
8. Participate in departmental advancement activities, including Monarch Athletic Fund initiatives and team-supported fundraising efforts, as directed.
9. Demonstrate strong organizational, communication, and multitasking skills while balancing coaching, recruiting, administrative responsibilities, and student-athlete support.

10. Collaborate effectively with colleagues across the King's College community to advance departmental and institutional goals.
11. Comply with all NCAA, MAC, and institutional rules and regulations, and assist with monitoring team and staff adherence.
12. Ensure the safety and well-being of student-athletes and participants by supervising team activities and maintaining awareness of facility guidelines.
13. Manage secondary administrative responsibility assigned by the Head Coach or Executive Director of Intercollegiate Athletics.

Required Skills, Training, and Expertise

1. Bachelor's degree awarded from an accredited college or university (minimum credential).
2. Demonstrated coaching success at the NCAA level with progressive responsibilities.
3. First Aid, CPR and AED certification.
4. Ability to operate a motor vehicle with a good driving record and be approved by the College's insurance carrier and Human Resources Department. This includes holding a valid US Driver's License.
5. Computer proficiency and aptitude, including knowledge and use of Microsoft Office, Slate or similar systems, and various recruiting and game editing programs.
6. Demonstrated supervisory and management skills.
7. Valid Clearances, including PA State Police, Child Abuse, and FBI Fingerprints are required.

Physical Conditions

A fluid work environment that varies greatly depending on time of year. High volume of work hours is required during the competitive season. Practices, games and recruiting efforts require consistent night and weekend work. Travel on charter buses and vans occurs often. Individuals will need to actively move during practices and games.

Please submit cover letter and resume to careers@kings.edu