



Assistant Women's Track & Field Coach

POSITION: Assistant Women's Track & Field Coach
SUPERVISOR: Head Coach for Track & Field
DEPARTMENT: Athletics

POSITION SUMMARY

The Assistant Women's Track & Field coach is responsible for coaching, recruiting, and retention of student athletes.

ESSENTIAL FUNCTIONS

- Organize, prepare, and conduct individual and team practices, training, and competition.
- Assists in the identification and recruitment of potential student athletes in accordance with NCAA and university rules, regulations, guidelines and standards; educating prospective student athletes on admissions standards, and NCAA Eligibility Center requirements.
- Performs miscellaneous job-related duties as assigned.
- Academic coordination will include distribution, collection, and monitors student athlete progress reports and study table hours/protocol.

QUALIFICATIONS, SKILLS, AND ABILITIES

Candidates must have a Bachelor's degree, Master's degree preferred; from an accredited institution, strong communication and interpersonal skills; a record of integrity and leadership; a willingness to advance the goals of the Tiffin University Department of Athletics, including fundraising; and a commitment to the academic success and graduation of student-athletes. Knowledge of Statewide/Nationwide/International recruiting is preferred. Salary will be commensurate with qualifications and experience.

KEY COMPETENCIES

Interdependence: Fosters collaboration
Communication: Strong decision-making and communication skills

Reviewed by HR on 09/2021

- Accountability:* Formulates effective and progressive strategies aligned with University mission and values
- Respect:* Creates an engaging, collaborative work environment by bringing diverse people and ideas together.
- Entrepreneurship:* Influences and Inspires



We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Tiffin University is an Equal Opportunity Employer