



Assistant Softball Coach

POSITION:	Assistant Softball Coach
SUPERVISOR:	Head Softball Coach
DEPARTMENT:	Athletics: Softball
LOCATION:	On-campus, located in Tiffin, OH
JOB TYPE:	Full-time
GRANT-FUNDED:	No
SOC CODE:	27-2022

General Job Description:

Tiffin University, a member of the NCAA Division II, is seeking a dedicated and motivated Assistant Softball Coach to join the coaching staff for the Softball program. The Assistant Softball Coach will support the Head Softball Coach in all aspects of the Softball program, including (but not limited to) practice and game preparation, recruiting and retention of student-athletes, hiring and supervision of assistant coaches, budget management, fund-raising, scheduling, public relations, community service, and strict adherence to all NCAA and university rules.

Key Responsibilities:

- Assists in organizing, preparing, and conducting individual and team practices, training, competition, and field maintenance.
- Assists in the identification and recruitment of potential student-athletes in accordance with NCAA and university rules, regulations, guidelines, and standards; conducts recruitment through scouting, attending tournaments, and home visits.
- Provides guidance and assistance to student-athletes on a range of personal issues, as required.
- Leads, monitors, and coordinates training and practice sessions, ensuring that all appropriate safety guidelines and standards are maintained.
- Provides assistance in the coordination and administration of the overall program, as required.
- Represents the sports program to various institutional programs and externally to the media, government agencies, funding agencies, students, parents, and the general public.
- Performs miscellaneous job-related duties as assigned.
- Meets weekly with the SWA for mentoring and weekly updates.

Qualifications:

Education

- A Bachelor's degree from an accredited institution is required.

Experience

- Knowledge or specialization of pitching while being able to assist in the other aspects of the game *is strongly preferred.*
- 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.
- A commitment to the academic success and graduation of student-athletes.



- Knowledge or background of Ohio, or the surrounding area, is *preferred*.

Why Join Tiffin University?

Tiffin University offers a collaborative, mission-driven environment where your financial expertise directly supports student success and institutional growth. We value innovation, transparency, and partnership—and provide the opportunity to make a meaningful impact.

At Tiffin University, we believe in taking care of our employees. That's why all full-time employees enjoy a comprehensive benefits package designed to support their health, financial security, and work-life balance:

- Medical, dental, and vision insurance to keep you and your family healthy.
- Health Savings Account with annual employer incentive contribution & Flex Spending Account with options to save pre-tax dollars for medical, dental, and vision expenses.
- Employer-paid basic life insurance and long-term disability, plus voluntary plans for supplemental life insurance and short-term disability.
- A 403(b)-retirement plan with employer matching contributions to help you plan for the future.
- Generous paid annual and sick leave, plus paid holidays throughout the year.
- Educational tuition benefits for you and eligible family members.
- Access to a confidential Employee Assistance Program (EAP) for personal and professional support.

Tiffin University provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. While we strive for a diverse mix of candidates, all employment decisions are made without regard to race, sex, or other protected characteristics.



Tiffin University is an Equal Opportunity Employer