



# Head Coach, Women's Soccer

**Position Title:** Head Coach, Women's Soccer

**Department:** Athletics

**Supervisor:** Athletic Director

**Institution:** Tiffin University

**Location:** Tiffin, OH

**Employment Type:** Full-Time

---

## Position Overview

Tiffin University, a member of the NCAA Division II and the GMAC, invites applications for the position of **Head Coach, Women's Soccer**. We seek an inspiring leader who is committed to fostering a positive and holistic student-athlete experience. The ideal candidate will prioritize student-athlete well-being, academic achievement, personal development, and competitive excellence. This position plays a critical role in supporting the mission, ICARE values, and vision of the institution and the Athletics Department.

The Head Coach is responsible for providing leadership, organization, and supervision for all aspects of the Women's Soccer program, with a strong commitment to the NCAA Division II "Life in the Balance" philosophy and the holistic development of student-athletes.

---

## Essential Duties & Responsibilities

### Coaching & Player Development

### Student-Athlete Experience & Well-Being

- Create and maintain a team culture centered on respect, inclusion, academic focus, and personal growth.
- Promote student-athlete well-being through intentional relationship-building, mentorship, and awareness of mental health resources.
- Collaborate with campus partners (academic support, counseling services, sports medicine, the Center for Intercultural Excellence offices) to ensure comprehensive support for student-athletes.
- Uphold standards of safety, well-being, and ethical conduct in accordance with institutional, conference, and NCAA guidelines.



## Coaching & Program Leadership

- Plan and execute all aspects of a competitive Women's Soccer program, including training, game strategy, and player development.
- Recruit and retain student-athletes who embody the academic and athletic values of the institution.
- Foster an environment that supports academic success and graduation.
- Manage program operations, including scheduling, travel arrangements, equipment, and budget oversight.
- Hire, supervise, and develop assistant coaches and support staff.

## Recruitment

- Recruit academically qualified student-athletes consistent with NCAA Division II recruiting regulations.
- Develop and maintain relationships with high school, club, and all coaches.
- Manage recruiting database, communications, and campus visits.

## Program Administration

- Oversee program operations including scheduling, travel arrangements, equipment procurement, and facility coordination.
- Manage the women's soccer budget responsibly and efficiently.
- Supervise assistant coaches, graduate assistants, and volunteers.

## Compliance

- Ensure the program operates in full compliance with NCAA Division II, conference, and institutional policies.
- Maintain documentation, logs, and records required for recruiting, practice, and competition compliance.

## Student-Athlete Support

- Monitor academic progress and support retention, graduation success, and personal welfare.
- Collaborate with academic support staff, athletic trainers, strength and conditioning coaches, and administrators.

## Community & Campus Engagement

- Represent the women's soccer program at university events, alumni functions, fundraising activities, and community outreach.
- Promote the program in alignment with institutional mission and ICARE values.

---

## Required Qualifications

- Bachelor's degree.



- Demonstrated successful coaching experience at the collegiate, club, or professional level.
- Strong knowledge of NCAA Division II rules and the D2 recruiting calendar.
- Excellent communication, organizational, and leadership skills.
- Commitment to student-athlete academic success and well-being.

---

## Preferred Qualifications

- Master's degree.
- Collegiate head coaching or high-level assistant coaching experience.
- Proven success recruiting student-athletes at the NCAA level.
- USSF, UEFA, or United Soccer Coaches coaching licenses.
- Experience managing budgets and administrative tasks.

---

## Work Environment & Physical Requirements

- Ability to work non-traditional hours including evenings, weekends, and travel for competition and recruiting.
- Ability to demonstrate soccer skills and participate in on-field instruction.

## Benefits at Tiffin University:

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

- Health Coverage: Medical, dental, and vision insurance to keep you and your family healthy.
- Health Savings & Flex Spending Accounts: Options to save pre-tax dollars, with employer contributions to your HSA.
- Income Protection: Employer-paid basic life insurance and long-term disability, plus voluntary plans for short-term disability, supplemental life, accident, hospital indemnity, and critical illness.
- Retirement Savings: 403(b) retirement plan with employer match contributions to help you plan for the future.
- Time Off: Generous paid time off for annual and sick leave, plus paid holidays throughout the year.
- Education Benefits: Tuition assistance and benefits for you and eligible family members.
- Support Services: 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*