



Graduate Assistant Soccer Coach Job Description

Position Title: Graduate Assistant Soccer Coach

Reports To: Head Soccer Coach

Department: Athletics

FLSA Status: Non-exempt

Employment Status: Part-time Non-Benefit Eligible

FTE:

Salary/Position Grade: Tuition remission up to 9 graduate credits in Fall term and up to 9 graduate credits in Spring term

Pay Cycle:

Pay Months: 12 months

Grant Funded: No

Revision Date: August 2024

Position Summary:

The Graduate Assistant (GA) Coach of Mount Mary's NCAA Division III Soccer program is an integral member of the Athletic Department at Mount Mary University and requires an enthusiastic, pro-active, high-energy individual who is determined to see that both program's roster goals are met. This individual must be committed to the NCAA Division III values to "Discover, Develop, and Dedicate", in addition to the MMU Athletic Department pillars to "Recruit, Retain, and Develop".

The GA works primarily with the head coaches and student-athletes to ensure that each Mount Mary University student-athlete and prospective student-athlete receives a quality experience. This opportunity requires the availability to work a variable schedule. Hours will be determined by mutual agreement and work to best accommodate the GA's academic schedule as well as the needs of the Soccer program. Pre/post season hours likely to be slightly more consistent than in-season hours. The GA will receive tuition remission up to 9 graduate credits in Fall term and up to 9 graduate credits in Spring term, along with reimbursement for expenses related to recruiting trips approved by Head Coach / Director of Athletics. The GA will gain experience and learn skills necessary to be better equipped for a potential future career in coaching. After Fall census, if at least five (or the appropriate agreed upon amount per the Athletics leadership team) new athletic recruits in your sport are registered and attending classes at Mount Mary, you will be eligible for a \$1,000 stipend. This stipend will be paid out at the end of October.

The NCAA Division III experience provides our student-athletes an integrated environment that focuses on academic success while offering competitive athletics and the support of meaningful non-athletics opportunities to enhance their overall educational experience.

Primary Responsibilities:

- Recruiting prospective student-athletes for the Soccer program, estimating 20-30 hrs/week
 - In Season – working a minimum of 8 hrs/week on campus
 - Out of Season – working a minimum of 10 hrs/week on campus
 - Recruiting efforts will be monitored by Head Coach and Director of Athletics
- Follow budget guidelines set forth by Head Coach / Director of Athletics
- Attend recruiting, staff and/or institution meetings /events when required
- Knowledge of, and adherence to, MMU Athletics Department Coaches Handbook, NCAA Division III and Conference rules / regulations regarding recruiting, eligibility, competition, compliance, etc.
- Assist as needed with management of home athletics events
- Assist as needed with supervision of athletic rental events
- Attend and help as needed at practices and games throughout the season
 - Ability to drive extra MMU vehicle for away games as needed
- Assist with program and team management, academic monitoring, travel planning, fundraising, and team building event planning
- Promote and encourage a positive learning experience for student-athletes and a commitment to develop the whole person and nurturing bold, brilliant women
- Perform other duties as assigned by the Head Coach / Director of Athletics

Skills and Experience:

- Bachelor's degree required
- Experience within a collegiate athletic environment preferred, at the NCAA Division III level desired

- Collegiate playing experience preferred
- Strong organizational, leadership, communication, interpersonal skills, problem solving skills, ability to work independently, and possess a high level of confidentiality
- Excellent oral, written, and interpersonal communication skills, including the ability to work with diverse groups, facilitate group process, and foster collaborative decision making
- Exceptional ability to multitask, prioritize projects, and extraordinary attention to detail
- Computer skills are required, along with the expectation to learn additional computer software programs, such as Front Rush, scouting / film breakdown software, and a variety of recruiting sites

Qualifications:

- To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform primary functions.
- Individual must be currently enrolled as a Graduate Student at Mount Mary University and making Satisfactory Academic Progress (SAP) toward a recognized degree.
- Applicant must pass background check and motor vehicle records authorization
- The individual will become familiar with program's recruiting software and identify, evaluate, contact, and build relationships with prospective student-athletes. This will be accomplished through attending high school games, attending showcase events, reaching out to HS and Travel coaches, reviewing game / skills footage, and other activities as determined by the Head Coach and/or Director of Athletics.
- Candidates need to feel confident talking on a phone and creating coherent, professional correspondences (emails, letters, text messages, etc.)
- Desire to pursue a career in coaching is preferred

Physical Demands:

- Ability to Lift/Carry up to 50 lbs.
- Must reach, bend, stoop, lift
- Must sit, walk or stand for long periods of time
- Some repetitive motion may be required

Working Conditions:

- Work schedule can vary, especially during peak sports seasons
- Night and weekend hours
- Travel required
- Driving required
- Varying workflow; sometimes stressful with high workload times of the year
- Complete work required within a limited space
- Complete work required within a limited time

Mount Mary University practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace. If you are interested in this position please email a resume, cover letter expressing interest and qualifications and at least two professional or academic references to:

Hiring Supervisor: Peter Knebel

Email: knebelp@mtmary.edu