

Assistant Men and Women's Cross Country and Track
and Field Coach
Stevens Institute of Technology

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Posted May 13, 2024, set to expire Sep. 12, 2024

Job Title Assistant Men and Women's Cross Country and Track and
Field Coach

Department Athletics & Recreation

Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted May 13, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Coach

Academic Field(s) Athletics and Recreation Services

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Men-and-Women-s-Cross-Country-and-Track-and-Field-Coach_RQ28035-1

Apply By Email

Job Description

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Job Title: Assistant Men and Women's Cross Country and Track and Field Coach

Department: Athletics & Recreation

Reports to: Head Men and Women's Cross Country and Track and Field Coach

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Position Summary:

The Assistant Men and Women's Cross Country and Track and Field Coach reports directly to the Head Men and Women's Cross Country and Track and Field Coach. The purpose of this position is to assist the head coach in managing all aspects of two highly competitive NCAA Division III Cross Country and Track and Field programs. The top priority must be the overall collegiate experience of the student-athlete and a commitment to promoting a positive and healthy team culture that encourages growth and development.

Essential Responsibilities:

- Adhere to and enforce all policies and procedures of the department and institution as well as the rules and regulations of the Middle Atlantic Conference (MAC), MAC Freedom, the NCAA, and other authorities that may legitimately influence the intercollegiate athletics program.
- Complete all required departmental and institutional training and certification programs and participate in available professional development opportunities.
- Assist in recruitment of prospective student-athletes. Ensure full compliance with NCAA guidelines in all aspects of the recruiting process.
- Provide leadership and instruction in the personal and athletic development of student-athletes, including guiding team members in academic, disciplinary, and personal matters.
- Assist the head coach in developing and implementing strategies for motivating student-athletes to perform at maximum levels as both individuals and a team.
- Coordinate with other offices on campus including strength and conditioning, sports medicine, campus dietician, counseling and psychological services, and other support services to ensure that the teams are well prepared for competition and their overall development and growth.
- Ensure safety through careful monitoring of the condition of equipment and facilities utilized by the team. Responsible for submitting requests for repair, maintenance, and improvement of facilities as needed.
- Assist the head coach in monitoring the eligibility status and academic progress of the team.
- Responsible for travel arrangements including lodging, meals, team practices, and meetings.
- Coordinate all social media for the team.
- Work with head coach to initiate and coordinate the selection, purchase, fitting, and maintenance of team equipment to include uniforms, equipment, and supplies.
- Provide support in carefully tracking expenditures for all team accounts to ensure fiscal

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responsibility.

- Assist with approved fund-raising activities as requested and coordinate all such efforts through the Director of Athletics and Office of Development.
- Compile data and reports in a timely fashion when requested by head coach or any senior level administrator.
- Attend and participate in staff meetings, in-service education sessions, and other divisional or departmental meetings.
- Participate in other department initiatives, programs, and committees as required.
- Confirm that sport camps and clinics related to the sport program adhere to NCAA and institutional rules and regulations.
- Perform all other duties as assigned including a required secondary role within the department.

Qualifications:

Education

- Bachelor's degree required; master's degree preferred.

Experience

- Prior coaching experience required.
- Prior coaching experience at the collegiate level is preferred.
- Experience in coaching sprints, horizontal jumps, and throws is preferred.

Specific Skills:

- Communicate effectively and professionally, including written, interpersonal, and public speaking.
- Must be willing to work early mornings, evenings, weekends, and holidays.

Specialized Licenses

- First Aid, CPR, AED training certification required.



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Stevens values diversity and seeks candidates who can contribute to a welcoming climate for students, faculty and staff of all races and genders. We are an NSFa ADVANCE institution committed to equitable practices and policies and strongly encourage applications from qualified women and minority candidates as well as veterans and individuals with disabilities.

Department

Mens & Womens Cross Country and Track and Field Office

General Submission Guidelines:

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu.

EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or

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expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

NSF ADVANCE Institution Stevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact