

POSITION POSTING

POSITION: Graduate Assistant Softball Coach
LOCATION: Athletics
REPORTS TO: Head Softball Coach
DATE POSTED: May 30th 2017
DATE AVAILABLE: Immediate
REQUISITION NUMBER:

Primary Purpose of Position: This is a non-benefited Graduate Assistant coaching position, responsible for assisting in the day to day operation and organization of The University of Findlay Softball Program.

Education and Status: A bachelor's degree is required. The ideal candidate will possess the ability to communicate and work with administration, faculty, staff and team; assist in organizing and operating a competitive NCAA II intercollegiate softball program; ability to work with people; ability to assist with a vision and develop a plan for success; ability to identify and solve problems; ability to work without supervision and accomplish goals set forth by the administration and staff; public relations and promotion skills; knowledge of University and department policies and procedures; and knowledge of NCAA and GMAC rules and regulations, including recruiting, eligibility and certification.

Duties:

1. Assist in the day to day operation and organization of The University of Findlay Softball Program.
2. Required to pass the NCAA Recruiting test.
3. Assist in the on-campus and off-campus recruitment of future University of Findlay softball prospects.
4. Assist in The University of Findlay youth Softball camps.
5. Assist in community service projects.
6. Assist in team fundraising projects.
7. Assist in team travel.
8. Assist with field maintenance.
9. Make recommendations as they relate to scheduling, selection of uniforms, equipment and supplies.
10. Report any violations of compliance regulations.
11. Assist in organizing a team that is competitive and representative of the University's philosophy and compatible with its mission.
12. Perform all other duties deemed appropriate for the position.