

Assistant Track Coach, Part-Time, Not Benefit Eligible

Posting Details

Position Information

Date New Hire Needed**Job Title**

Assistant Track Coach, Part-Time, Not Benefit Eligible

Department

Athletics

Position Summary Information

Job Summary**ABOUT GRINNELL COLLEGE**

Grinnell College is a private liberal arts college located in Grinnell, Iowa and is ranked #13 on the U.S. News and World Report's list of Best National Liberal Arts Colleges. Grinnell College is a top ranked Liberal Arts institution that values diversity, equity, inclusion, social justice, intellectual freedom, and social responsibility. We seek candidates that align with these values and have the ability and desire to advance our values and belonging within our community and the communities we engage. Ideal candidates will be prepared to collaborate and contribute to the mission and values of the college across all constituencies.

POSITION SUMMARY

This position will be responsible for assisting the head track and field coach with all aspects of practice, preparation, coaching, and competition planning. The position also includes assisting with the recruitment efforts for the track and field program including social media design and promotion, traveling off campus for meets, maintaining contact with recruits throughout the recruitment process via email, phone, and video calls, and helping coordinate campus visits for prospective students-athletes. This position also includes other duties as assigned by the athletic department

This role requires the candidate to travel and work nights, and weekends

- Part time 600 hours annually

KEY RESPONSIBILITIES

- Motivate student-athletes to both athletic and academic success
- Assist head coach with planning/conducting training sessions
- Set up practices
- Data mine recruits from CRM tool and upload into Front Rush Account

Minimum Qualifications

- Bachelor's degree
- Champions diversity, equity, and inclusion
- Ability to utilize interpersonal skills to effectively collaborate, motivate, and partner across all campus constituents
- Demonstrated ability to plan, organize, and efficiently manage their workload
- The ability to communicate effectively utilizing various modes of communication
- Ability to effectively recruit and coach DIII track & field student athletes
- Candidates must be able to demonstrate an understanding of and/or experience in a residential, liberal arts college environment

- Candidates should possess an understanding of NCAA Division III and conference rules and regulations

Preferred Qualifications	N/A
Link to Job Description	Assistant Track Coach (Part-Time)
Link to Organizational Chart	
FLSA Category	Non-Exempt
Staff/Faculty	Staff
Employment Status	Part-Time
Employment Category	Term
Posting Date	
Closing Date	
Special Instructions to Applicants	<p>Selected candidate must successfully pass a background check prior to first day of employment.</p> <p>The College requires staff members to be vaccinated against COVID-19, with at least one CDC-approved vaccination dose by date of hire, or approved religious or medical exemption.</p>
Open Until Filled	No
Posting Number	S00877
Diversity Statement	<p>Grinnell College is committed to establishing and maintaining a safe and nondiscriminatory educational and working environment for all College community members. It is committed to a policy of nondiscrimination in matters of admission, employment, and housing, and in access to and participation in its education programs, services, and activities. The College does not discriminate on the basis of race, color, ethnicity, national origin, age, sex, gender, sexual orientation, gender identity or expression, marital status, veteran status, pregnancy, childbirth, religion, disability, creed or any other protected class. Discrimination and harassment on any of the bases covered by state or federal antidiscrimination statutes is unlawful and a violation of Grinnell College policy.</p>

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - Public Job Posting
 - Internal Job Posting
 - Agency Referral
 - Advertisement/Publication
 - Personal Referral
 - Website
 - Other
-

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application
3. List of References

Optional Documents

None

Professional References

Professional References

Instructions