



ANNOUNCEMENT OF POSITION VACANCY
DEADLINE EXTENDED
Part-Time Head Coach (Club Sports) - Alpine Ski

SUMMARY: Reporting to the Manager of Club Sports, the Club Sports Alpine Ski Head Coach provides coaching expertise and leadership for the administration of the Alpine Ski Club Sport program at Colorado Mesa University and effectively manages and administers all aspects relating to a positive and beneficial intercollegiate experience for student-athletes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Organizes and supervises practices and contests
2. Schedules transportation needs prior to season
3. Attends and participates in department and staff meetings as requested/required
4. Communicates regularly and maintains a positive and constructive working relationship with support staff, sports medicine, campus recreation, business office, facilities/operations, compliance, marketing, and student services to assist in implementation of an effective and efficient program and department
5. Plans, develops, and distributes necessary promotional materials to encourage participation. Works closely with other university entities to provide structure for competitions
6. Manages the program in a professional manner
7. Recruits student-athletes
8. Manages fund-raising activities for the program
9. Organizes technical and tactical practice sessions
10. Creates a full schedule of home and away competitions and makes the appropriate travel and accommodation arrangements
11. Creates a competitive but positive environment for those participating in the program
12. Monitors safety hazards such as weather conditions and coordinates emergency procedures; ensures the safety of participants by inspecting training areas and equipment prior to start of events
13. Compiles, prepares and maintains records of participation, injuries and incident reports
14. Acts as a liaison between students and administration in the resolution of problems/concerns
15. Remains in full compliance with respective governing bodies' rules and other nationally sanctioned program rules.
16. Completes other related duties as assigned.

Position requires working flexible hours and days (including weekends) to accommodate club sport activities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED EXPERIENCE AND KNOWLEDGE:

- two years of coaching experience
- knowledge of basic principles of coaching and team supervision
- possess and maintain a valid driver's license

MUST HAVE ABILITY TO:

- maintain team discipline
- safely transport students in a 12-passenger van.
- instill proper ethical and moral standards
- use conflict resolution techniques to settle any disputes associated with rules, regulations, and or personal conduct

- respond effectively, orally and in writing, to sensitive inquiries or complaints.

Though not a requirement of the position, the ability to ski at a coaching level is strongly preferred.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, jog, sit, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties of this position are typically performed in either an office environment where the noise level in the work environment is usually quiet to moderate or on the playing field, where the noise level is usually moderate to loud.

TYPE OF APPOINTMENT: This is a part-time position employed from September to April and is not eligible for benefits.

SALARY: \$10,000.00 per year.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by August 1, 2017.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, at least one of whom is a current or previous supervisor, and the following completed forms:

- [Applicant Authorization to permit Search Committee members to review candidate transcript](#)
- [Applicant Disclosure Form](#)
- [Applicant Background Check Authorization Form](#)
- [Voluntary Affirmative Action form](#)

Email to: CMUJobs@coloradomesa.edu. *Please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.*

Or mail to:

Alpine Ski Coach – Club Sports
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

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