



ANNOUNCEMENT OF POSITION VACANCY **Assistant Coach – Women's Lacrosse**

SUMMARY/RESPONSIBILITIES: Reporting to the Head Women's Lacrosse Coach and performing under general supervision, the Assistant Coach provides coaching expertise and leadership for the administration of the intercollegiate lacrosse program and assists the head coach in the effective management and administration of all aspects relating to a positive and beneficial intercollegiate experience for student athletes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Take an active role in implementing a successful recruiting strategy to attract outstanding student athletes to attend Colorado Mesa University (CMU) while remaining in full compliance with all NCAA and RMAC rules, as well as departmental and university policies and procedures

- Maintain standards of performance consistent with departmental academic and athletic expectations as reflected in the mission statement, goals, objectives, and departmental guidelines
- Coordinate and implement with the head coach and compliance officer eligibility requirements to ensure full compliance with governing rules and regulations; deliver proper administration of financial aid for prospective and enrolled student athletes; schedule facilities in accordance with program needs; and, provide contest administration and game day operations as necessary
- Maintain the proper care of all equipment utilized by all coaches and players
- Coordinate and implement all aspects of video game exchange, editing, film sessions, download & upload games, all within compliance of NCAA and RMAC guidelines
- Assist the head coach in the organization and supervision of all practices, group workouts, organizing practice and individual filming sessions
- Monitor student athletes' academic progress through classroom checks, study hall, and progress reports
- Assist in the coordination, development, supervision and daily operations of summer camps and clinics
- Engage in, coordinate, and help implement all fund-raising activities for the program in collaboration with the head coach
- Communicate regularly and maintain a positive and constructive working relationship with many and various support staff and campus departments while always assuring compliance and athletic advancement, therefore assisting with the implementation and/or maintenance of an efficient and effective program and department
- Represent the university at professional meetings, alumni gatherings, campus activities and civic affairs as requested by the head coach or athletic administrators
- Attend and participate in department and staff meetings as requested/required
- Encourage an effective outreach program utilizing student athletes to benefit the on- and off-campus community
- Maintain, as appropriate, effective relationships with parents, alumni, friends of the program, and others toward the positive image and promotion of the program
- Supervise graduate assistants, interns, managers and student workers
- Evening and weekend work is required
- Other related duties as assigned

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 EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited institution required; master's preferred
- Two years of experience coaching lacrosse at the collegiate level

- Knowledge of NCAA rules and regulations
- Demonstrated knowledge of basic principles of coaching/team supervision
- Ability to effectively coordinate recruiting activities
- Ability to maintain team discipline and instill proper ethical and moral standards
- Demonstrated high level of playing experience
- Experience in coaching all areas of the game, including goal keepers
- Possession and maintenance of CPR/AED and First Aid certification prior to coaching student-athletes

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.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by June 5, 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 and of three current or previous supervisors whom we may contact, 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:

Assistant Coach, Women's Lacrosse Search Committee
 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.