



ANNOUNCEMENT OF POSITION VACANCY
Head Coach of Track and Field
(Men's and Women's)

SUMMARY/RESPONSIBILITIES: Reporting to the Co-Directors of Athletics, this Head Coach is responsible for the development of a competitive Track and Field program within the guidelines of the NCAA, RMAC, and Colorado Mesa University (CMU). Includes all aspects of managing/coaching a collegiate track and field (T&F) program: recruiting, scouting, budgeting, planning, organizing, scheduling, monitoring academic performance and promoting intercollegiate athletics. Teaching responsibilities may be included.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Responsible for CMU's men's and women's Track and Field program. This includes supervision of assistant coaches, scouting, recruiting student athletes, monitoring academic progress of athletes, scheduling meets, ensuring compliance with NCAA and RMAC conference rules and regulations, and confirming eligibility of players.
- Supervise and participate in the recruitment of student athletes. This includes interviewing, screening, performing assessments/evaluations, and meeting with coaches, counselors, principals, teachers and parents to facilitate the process.
- Plan and manage team travel by developing schedules, determining if transportation should be via bus or van, securing lodging and meal accommodations, confirming insurance coverage and scheduling competitions and practices. Ensure travel arrangements are within budget constraints and provide safe trips for the players and coaches.
- Supervise and manage the inventory of sports equipment. This includes determining if equipment should be reconditioned or replaced, and if replacing, make the selection and purchase. Check standards and ensure safety and accountability of physical assets.
- Oversee the budget for the T&F program. Monitor and approve expenditures for areas of responsibility.
- Supervise and manage the practice facility. Coordinate the facility arrangements, ensure safety of equipment, and secure storage facilities at end of practices.
- Plan, organize and participate in practice and meets. This involves athlete conditioning, planning drills, oversight of practices, reviewing current rules and regulations, and participating in media coverage of events.
- Actively and consistently subscribe to the Colorado Mesa Principles Governing Athletics.
- Conduct coach clinics/seminars for assistant coaches. Supervise and manage summer programs for youth.
- Speak and participate in promotional activities and assist the co-directors of athletics with fundraising activities. Work with gifted athletes to promote their continued play in non-collegiate entities. Speak at sports banquets when requested.
- Supervise three full-time assistant coaches and one to two part-time assistant coaches.
- CMU may request that this position teaches in an assigned area of expertise.
- Other related essential duties may be assigned.

NON-ESSENTIAL DUTIES:

- Encourage and foster community groups to participate in athletic activities or events.
- Serve on committees as deemed appropriate for district, conference or national level.
- Serve as a liaison with faculty, administrators, and staff to coordinate academic and athletic efforts and to share resources and ideas.

QUALIFICATIONS:

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

EDUCATION, EXPERIENCE and ABILITIES:

Bachelor's degree from an accredited college or university is required; Master's degree preferred. To teach, a master's degree is required in physical education or related field. Three years' experience coaching and/or competing at the collegiate level is required. Proven successful recruiting of quality student athletes is desirable. Experience with jumpers, multi's and/or hurdlers 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.

LANGUAGE SKILLS:

Ability to effectively present information, both orally and in writing, and to respond to questions from team members, groups of recruits, athletes, students, supporters and the press.

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.

The incumbent will be required to sit, walk, talk, hear, and see with both near and far acuity. Must be able to effectively demonstrate different skills relating to track and field and be able to demonstrate proper weight training techniques. The head coach should be able to lift a minimum of 40 pounds on a regular basis.

WORK ENVIRONMENT:

The tasks involved with this position will be performed in a variety of environments, including an office environment, a classroom environment, and indoor and outdoor athletic facilities. The noise level in the work environment varies from quiet to extremely noisy.

TYPE OF APPOINTMENT: Full-time administrative position.

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

APPLICATION DEADLINE: Open until filled. To ensure consideration, apply by July 5, 2017. Review of applications is ongoing.

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:

Search Committee, Head Coach Track and Field – Men’s and Women’s
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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