



**ANNOUNCEMENT OF POSITION VACANCY**  
**Assistant Coach – Triathlon/Swimming**

**SUMMARY:** Reporting to and under general supervision of the Swimming & Diving/Triathlon Head Coach, the primary responsibilities of the Assistant Coach is to provide instruction, coaching expertise and leadership to the student athletes in the intercollegiate triathlon and swimming programs. The assistant coach is also responsible for assisting the head coach in the effective management and administration of all aspects relating to a positive and beneficial intercollegiate program for student athletes.

Some **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Assists in coaching student athletes, which includes evaluating their performance in practice and in competition, teaching fundamental techniques, and providing leadership and instruction as directed by the head coach.
- Teaches sportsmanship and sets an example of good moral and physical behavior for the student-athletes in the assistant coach's charge.
- Monitors the conditioning and training of student athletes, in conjunction with the strength and athletic training staff. Assists in the planning, instruction and administering of the off-season training program as requested.
- Monitors academic performance and overall well-being of student athletes.
- Knows and follows the policies of the NCAA, RMAC, CMU, USA Triathlon and USA Swimming.
- Attends meetings as necessary.
- Attends coaches' meetings and clinics for professional growth as directed by the head coach.
- Attends/takes part in in-service training by each head coach.
- Successfully completes the required recruiting examination annually.
- Remains loyal to the head coach and the triathlon and swimming programs.
- Attends all home contests and other activities as directed.
- Attends and supports other CMU athletic activities.
- Assists the head coach with fundraising and other assigned responsibilities and duties as directed.
- Dresses properly for office hours, practices, game-day activities, and while in the CMU/Grand Junction community.
- Prepares for and manages selected competitions and team functions.
- Recruits prospective student athletes who have the academic ability to achieve success at CMU.
- Maintains logs and completes compliance forms.
- Facilitates team travel arrangements.
- Assists with purchasing equipment and supplies.
- Supervises managers and student workers.
- Performs 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 or preferred. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION, EXPERIENCE, and/or ABILITIES:**

- Bachelor's degree from an accredited college or university required; master's degree preferred.
- Experience coaching triathlon, swimming, running and/or cycling at the collegiate level preferred.
- Must have knowledge of NCAA, RMAC, CMU, and USA Swimming and USA Triathlon rules and regulations.

- Demonstrated knowledge of basic principles of coaching/team supervision preferred.
- Ability to effectively coordinate recruiting activities preferred.
- Ability to maintain team discipline and instill proper ethical and moral standards required.
- Must have experience in prevention and care of athletic injuries, current CPR/AED and First Aid certification,
- Must possess and maintain a valid driver's license and have the ability to safely transport student-athletes in a 12-passenger van.

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:** .83 FTE (10-month, 40 hours/week) benefits eligible position.

**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 July 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 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:**

Assistant Coach – Triathlon/Swimming 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.*